BARTLETT
CITY SCHOOLS

**Bartlett City Schools
1:1 Laptop Responsible Use, Policy,
Procedures
and Information Guide
2018-2019**

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Superintendent**

Bartlett City School's
1:1 Laptop Program

Bartlett City Schools is committed to providing innovative ways for students to learn and is working hard to improve the quality and access to technology tools and resources. Essential to this effort is not just a computer device but a partnership between the District Teaching & Learning Department and the school leadership team that includes a willingness of the teachers to rethink the way they teach.

Students will develop 21st century skills through the use of a laptop, be provided content-focused curriculum, and use collaborative technology tools. The lessons learned and the insights gained through this pilot effort will provide an effective and feasible blueprint for future implementations throughout the District.

The policies, procedures and information within this document apply to all student laptops used in Bartlett City Schools, including any other devices considered by the District office to come under this policy. **Teachers may set additional requirements for use in their classroom.**

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1. RECEIVING YOUR LAPTOP & LAPTOP CHECK-IN

1.1 Receiving Your Laptop
Laptops will be distributed to students after a parent/guardian attends a **required** parent orientation session where rules and responsibilities will be discussed and an overview of how the laptops will be used for instruction by your child's teachers will be presented. In addition, parents and students must sign and return the following forms:
- Student Responsible Use of Network and Electronic Media User Agreement – Parent/Guardian Permission Form
- Student Email Account Agreement Form
- Student Equipment Agreement Form
- Parent Permission and Acknowledgement Form

Parents and students should review all forms and seek clarification for questions or sections not understood.

1.2 Laptop Check-in
Laptops and accessories must be returned during the final weeks of school so they can be checked for serviceability and be stored for the summer.

If a student withdraws from Bartlett City Schools (BCS) during the school year, receives a long-term suspension, or is expelled, the laptop must be returned at the time of departure or date of termination. If a student fails to return the laptop in satisfactory condition within five (5) school days after withdrawing from BCS, a theft report will be filed with the Bartlett Police Department.

A member of the school administration (or his or her designee) will inspect the laptop for damage before releasing the student from further responsibility.

1.3 Technology Fee
Bartlett City Schools will charge an **annual**, non-refundable $50/$75/$100 Technology Fee that will provide damage, loss, and theft protection for the laptop. *Additional fees may be assessed. See section 8 for a complete list.*

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care and maintenance of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be immediately reported to BCS IT for an evaluation of the equipment. Such reports should be made to the **student's home room teacher**.

2.1 General Precautions
- The laptop is school property and all users will follow these procedures as well as the BCS *Responsible Use Policy for Use of the Internet and Internet Safety #1021*: http://bit.ly/bcs_policy1021
- Cords and cables should be inserted and disconnected carefully to prevent damage to the laptop. Cords, cables, and earphones should always be kept with the device.
- Laptops must never be left out in the open, in an unlocked locker or any unsupervised area. Parents and students must certify they have a lock on their locker.
- Students should lock their Laptop in their locker before Wellness classes in the gym.
- Students are responsible for keeping their laptop's battery charged and ready for school each day.
- Only labels or stickers approved by the BCS Technology Department may be applied to the laptop.
- Students should not remove any of the labels or stickers attached by BCS.
- Laptops should be kept away from younger siblings/children.
- Laptops should be kept away from pets.

2.2 Carrying Laptops
Students will be required to have a padded backpack built for carrying a laptop. A protective sleeve for the laptop, that fits in the backpack will suffice. Students will also be allowed to purchase a clear plastic case, but the cases are not required. However, if a student chooses to add stickers to his or her laptop for personalization, a case must be purchased to put those stickers on. Stickers or other markings placed directly on the laptop will be considered damage and the parents will be liable for the repairs.

2.3 Screen Care
The laptops screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the device.
- Do not place anything inside a closed laptop to avoid placing too much pressure and/or weight on the laptop screen. This includes books in your locker.
- Clean the screen with only a soft, dry cloth or anti-static cloth; **no cleansers of any type.**
- Do not "bump" the laptop against lockers, walls, car doors, floors, etc. as this could cause damage and eventually break the screen.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, students may access school information such as announcements, calendars, grades, and schedules on the school website or through various applications / software. Students must be responsible to bring their laptop to all classes, every day.

3.1 Laptops Left at Home
If students leave their laptop at home, they are responsible for getting the course work completed as if they had their laptop at school. Repeat violations may result in action as detailed in section 6.6, Student Conduct and Discipline.

3.2 Laptop Undergoing Repair
If a laptop repair/service will take longer than two (2) days, a loaner laptop may be issued, subject to availability.

3.3 Charging Your Laptop's Battery
Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. *Students should be careful about leaving a charging laptop hooked up at school as these are easily forgotten and often left behind. Laptops may **ONLY** be charged at school in the designated charging location.*

3.4 Background Photos
- Any media deemed inappropriate by BCS staff may not be used as a background photo.
- Unauthorized Pictures/images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in actions as detailed in section 6.6, Student Conduct and Discipline.

3.5 Sound, Music, Games, or Applications
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the laptop and can be used at the discretion of the teacher.
- Students are responsible for having earphones at all times (**provided by the parent**).
- Students are permitted to use a personal iTunes account to download applications, music, and games provided they do not violate the BCS Responsible Use Policy. *A personal iTunes account retains ownership*

of the material downloaded through that account.

3.6 Printing
Printing is discouraged in order to preserve resources. However, printing will be available through a request to the teacher. Students can work with teachers to print in instances where printing cannot be avoided by sharing the file to print. Printers will not be added to the laptop.
Parents are responsible for providing items needed to print at home*.*

3.7 Off Campus Internet Access
While Internet access at home is helpful, it is not required. Students are allowed to connect to wireless networks on their laptops. This will assist them with laptop use while at home or at the library. The policies outlined in this document, *Bartlett City Schools Laptop Responsible Use, Policy, Procedures, and Information Guide*, **are applicable to off campus use of a BCS provided device**. Any violation of the policy will result in the students off campus use privilege being suspended.

Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

If a student does not have Internet access at home, information on affordable Internet plans is available through Comcast http://www.internetessentials.com or 1-855-846-8376.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Laptop Home Folder
Students should save work to the Apple iCloud associated with the BCS issued student iTunes account, the District provided Office365 One Drive, or a Dropbox or Google Drive account. Students may also e-mail documents to themselves for storage within their email inbox. Storage space will be available on the laptop – BUT it will NOT be backed up in the case of re-imaging. **It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.** Laptop malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity
The BCS School District makes every effort to ensure that the network is up and running 100% of the time. However, in the rare case that the network is down, the District will not be responsible for lost or missing data.
It is a violation of the Responsible Use Policy to use applications that bypass BCS Proxies and filtering or to participate in unethical hacking. Repeat violations may result in disciplinary action as detailed in section 6.6, Student

Conduct and Discipline.

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software
The software apps originally installed by BCS must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have not removed required apps. Repeat violations may result in action as detailed in section 6.6, Student Conduct and Discipline.

5.2 Additional Software
Students are permitted to use a personal iTunes account to download apps, music, and games provided they do not violate the BCS Responsible Use Policy. Personally downloaded content cannot exceed 10GB of storage space. In the event that space is needed on laptops for academic related apps, **student downloaded/purchased apps will be removed**, but their personal iTunes account retains ownership of the material downloaded through that account.

5.3 Inspection
Students will be selected at random to provide their laptop for inspection. If a student's device is requested for an inspection, passwords to unlock the laptop must be provided. BCS reserves the right to confiscate the laptop for any reason at any time if inappropriate materials are found on the laptop or if suspicious activity is suspected.

5.4 Procedure for Re-loading Software
If technical difficulties occur, the laptop may need to be restored from a District backup. *The school/District does not accept responsibility for the loss of any personal software or documents deleted due to a re-format and re-image.*

5.5 Software upgrades
Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their laptops or accept prompted operating system/app commands for periodic updates and syncing.

5.6 Apple ID and iTunes
Students will be issued a BCS school Apple ID/iTunes account that will be used to individually track and update their laptop. In addition, students may

also use a personal iTunes account to download apps, music, and games provided they do not violate the BCS Responsible Use Policy. *A personal iTunes account retains ownership of the material downloaded through that account.*

5.7 Find My Mac
In addition to a variety of District security measures, "Find My Mac" will also be activated. If a device is lost or stolen, the student will work with BCS staff and the Bartlett Police Department to identify the location of the device for recovery. This includes providing access to all accounts to assist with identifying the location of the laptop.

6. RESPONSIBLE USE

The use of BCS District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the BCS School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in a BCS school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The BCS *Discipline Procedures Policy #6038* (http://bit.ly/bcs_policy6038) shall be applied to student infractions. **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

6.1 Parent/Guardian Responsibilities
- Talk to your children about values and the standards that should be followed on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, etc.
- During registration, Back To School night, or other scheduled time, you are required to receive necessary information regarding the 1:1 program and sign the appropriate forms (examples located in the back of this document).
- Should you want your student to opt out of taking a laptop home, your student will be assigned a laptop to be checked out and returned at the end of each school day. Your student will be responsible for meeting all course requirements. You will be responsible for all damages to the laptop that occur at school.
- Should you want your student to opt out of having a laptop, you will need to sign a form indicating this and understand that your student

will be responsible for meeting all course requirements.

6.2 School Responsibilities
Bartlett City Schools will:
- Provide Internet access at school.
- Provide each student a filtered and monitored academic email account (username@bartlettpanthers.org).
- Filter inappropriate materials while students are using the BCS network or non-school network.
- Provide data storage areas. These will be treated similar to school lockers. BCS reserves the rights to review, monitor, and restrict information stored on or transmitted via BCS District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance and professional development to aid students in doing research in academically related activities and help ensure student compliance of the Responsible Use Policy.
- Repair laptops that malfunction.

6.3 Student Responsibilities
- Read, understand and follow the BCS *Responsible Use Policy for Use of the Internet and Internet Safety #1021*: http://bit.ly/bcs_policy1021
- Use laptops, computers, and other technology devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to laptop/computer use.
- Use technology resources in an appropriate manner that does not result in informational damage that includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via BCS District's designated Internet System is at the student's own risk. BCS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Report physical damage to laptops immediately to school staff.
- Secure laptops against loss or theft.
- Help BCS District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s) and report suspicious activity to a teacher immediately.
- Secure their laptop after they are done working to protect their work and information. Securing the laptop includes storing the device out of sight and in a restricted access location such as their **locked** school locker.
- If a student should receive email containing inappropriate or abusive

language or if the subject matter is questionable, he/she is asked to inform a teacher and delete it from their laptop.

- Refrain from plagiarizing works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- Respect the rights of copyright owners.
- Maintain the laptop in good working order.
- Report malfunctioning, damaged, lost, or stolen laptop immediately to a teacher or administrator.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing BCS Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, harassing, demeaning, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Playing Internet/computer games when class is in session.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming/sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully, or harass another person is strictly prohibited.
- Distributing personal information, for any reason, over the Internet is prohibited. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, personal email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Bypassing the BCS web filter through a web proxy, phone tethering, and any other means.
- Bullying as defined in BCS Policy *Student Discrimination, Harassment, Bullying, and Cyber-Bullying and Intimidation #6002*

(http://bit.ly/bcs_policy6002) will not be tolerated.
- If using the BCS device on a non-BCS provided network, use of websites and information that violate these procedures is prohibited.

6.5 Legal Propriety
- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, he/she should ask a teacher or parent.
- Plagiarism is a violation of Federal Law and BCS Policy. Credit must be given to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators are subject to discipline as referred to in the BCS *Responsible Use Policy #1021*. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.6 Student Conduct and Discipline
BCS administration reserves the right to assign discipline based on the severity of the student's action. Violations of general student behavior policies will be subject to appropriate disciplinary actions.

If a student violates any part of these policies and procedures, his/her behavior will be considered contradictory to the standards/guidelines and at a minimum, he/she will be placed on the following disciplinary steps:
- 1st Offense – Student will check-in/checkout their laptop from the library daily for a period of up to three (3) weeks.
- 2nd Offense – Student will be considered to be on Probation and will have their laptop privileges suspended for a period of up to three (3) weeks. Laptops will be taken away but the student is still responsible for all required work.
- 3rd Offense – Student will be brought before administration and be subject to sanctions such as total revocation of laptop privileges.

7. PROTECTING & STORING YOUR LAPTOP

7.1 Laptop Identification
BCS has unique ways to identify each device. These identifiers are not to be tampered with and are to remain intact.

7.2 Storing your Laptop
When students are not using their laptops, they should be stored in their **locked** lockers. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every

day after school, regardless of whether or not they are needed. If a student needs a secure place to store their laptop, they may check it in for storage with the Librarian.

7.3 Laptops Left in Unsupervised Areas
Under no circumstance should laptops be left in unsupervised areas which include, but are not limited to, the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways, and buses. Any laptop left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it should be taken to the main office immediately. Multiple offenses may result in disciplinary action as detailed in section 6.6, Student Conduct and Discipline.

8. REPAIRING OR REPLACING YOUR LAPTOP

8.1 Family Responsibility
BCS provides laptops to students to enhance their education. It is incumbent upon parents to stress to their children how important it is to take care of these tools while in their possession. BCS has established a nominal fee structure which will help insure these devices against theft as well as maintain them should one become damaged.

> Laptop Fees
> Non-Refundable Technology Fee - $50
> ($75 for family of 2, $100 for family of 3 or more)

Chargers are covered under Insurance for 1 time lost or damaged. After first replacement, a $50 fee will be assessed for the charger.

The Non-Refundable Technology Fee is collected at the beginning of each year. Other fees will be collected when an incident occurs. **All checks should be made payable to the student's school**.

8.2 Damage
If a laptop becomes damaged due to student negligence, the student should report the damage to their home room teacher and the teacher will in turn report that to the BCS Technology Department. The student will have **five (5) school days from the date of report** to submit the Damage Fee if not covered by insurance to the school. *Failure to pay the Damage Fee will result in loss of laptop privilege and the laptop will be held until the fee is paid.*

If a laptop repair/service will take longer than two (2) days, a loaner laptop

may be issued, subject to availability.

8.3 Lost or Stolen
In the event the laptop is lost or stolen, the student/parents should follow the steps below as appropriate. The school will notify the BCS Technology Department. A loaner laptop may be issued, subject to availability.

Laptop Lost While **Out of School**
Parent will immediately notify the school and BCS Technology staff will assist with an electronic search. The school will make a physical search to eliminate a misplacement there. Parent should continue to search at home. If after three (3) days the laptop cannot be located, the School Resource Officer will file a report with the Bartlett Police Department.

Laptop Stolen While **Out of School**
Parent will immediately notify the appropriate police department and obtain a copy of the police report. A copy of the police report must be submitted to the school within a reasonable amount of time. Failure to do so will result in a theft report being filed with the Bartlett Police Department.

Laptop Lost or Stolen While **At School**
The student will immediately notify their home room teacher who will inform the School Resource Officer. A report will be filed with the Bartlett Police Department and a copy will be provided to the main office.

After the appropriate police report filed, a replacement laptop will be issued. ***More than two (2) instances of a missing laptop will result in loss of privilege and a replacement will **NOT** be issued.*

*NOTE: You will need the information found on the front of this document in order to file your police report.

9. DIGITAL CITIZENSHIP COURSE

9.1 Requirements
BCS will provide a Digital Citizenship Course for all 1:1 students to participate in.

MacBook Air 13" Parts Cost (Approximate)

Labor Not Included

Part	Cost	
Battery	$24.00	
Logic Board	$450.00	
Airport Card	$10.00	
Flash Storage	$160.00	
Bottom Case	$5.00	
LED Display	$235.00	
Fan	$3.00	
Heatsink	$3.00	
I/O Board	$31.00	
Flex Cable	$3.00	
Right Speaker	$5.00	
Left Speaker	$5.00	
Case w/ Keyboard	$96.00	
Trackpad Cable	$4.00	
Screw Set	$10.00	
Battery Cover	$43.00	
Charger	$85.00	
Total =	$1172.00	