



# Bethel Hill Charter School

## *Technology Responsible Use Agreement*

Technology is an integral part of learning at Bethel Hill Charter School. While enrolled at BHCS, students will be issued a Chromebook, which will allow for continued student learning opportunities. The purpose of the Chromebook is to help students at school and home (when necessary) to complete academic tasks, collaborate more effectively and further their education. At times, students may use devices other than Chromebooks. This responsible use agreement applies to any and all school technology devices students may use.

### **Student Expectations for Technology Use:**

- The Chromebook is for academic purposes only. Students will use their Chromebooks to complete academic tasks with the permission of the teacher and **only** for the purpose the teacher has assigned.
- Students must keep passwords and usernames secure and safe from other students or individuals. Personal information should not be shared on websites.
- Students must log into devices using their assigned account and only use the device they have been assigned.
- Chromebooks should be logged out when unattended to prevent unauthorized use. Students are responsible for any activity under their personal log in account.
- Chromebooks that need user settings modified, apps downloaded, or content added will be performed by the technology staff or teacher with permissions. Please ask for assistance if there are issues with your device or settings you need to have changed.
- Chromebook webcams and/or microphones should be used to photograph/record others for school use only and only with the consent of the teacher/administrator. Permission must be granted by a teacher/administrator for photographing/recording with any device whether school issued or personal.
- Students should only visit internet sites that have been assigned. If academic work has been completed, you must be granted permission to use your device to visit other internet sites or games. You may only access the game or site you have been permission to use.
- Streaming sites and/or Social Media sites (Examples: Apple Music, Pandora, Spotify, YouTube, etc.) may only be visited if teachers designate a specific link as part of a lesson. Students should only visit the specific link assigned.
- Students are expected to demonstrate good digital citizenship and obey copyright laws. Information obtained through Internet and print sources must be documented appropriately and proper permissions obtained.
- Food, drinks, snacks, candy, and art supplies should be kept away from all school technology. Please wash your hands after using these items to prevent transfer to technology.
- School labels should remain on the Chromebook at all times. Please notify your teacher if a label has been removed or is damaged on your Chromebook. These labels are important for identification and should be kept free of any writing and/or drawings.
- Keep Chromebooks free from stickers, decorations, and writing with markers, pens, or pencils.
- Chromebooks are to remain at school unless a teacher/administrator has given permission for the Chromebook to leave campus. (Parents will be notified if a Chromebook will be coming home).
- Chromebooks should be completely closed to prevent damage to the screen and or keyboard when being carried around the classroom or through the halls to other classes. A two-hand grip should be used to hold devices more secure. Always walk when carrying a Chromebook.

**Chromebooks are the property of BHCS, and are not subject to the same privacy expectations as private property. For this reason, there is no expectation of privacy with the Chromebooks.**

**BHCS may repossess and search the Chromebook at any time, for any reason including violation of school policies. Search history remains on each device and will be checked if there are concerns.**

**All internet activity on the Chromebook, at or away from school, will be filtered by Bethel Hill Charter School content filters. Any attempt to go around safety filtering may result in loss of privileges.**

### **Taking Care of the Chromebook**

- Students accept responsibility for safeguarding the Chromebook and should notify a teacher/administrator immediately if something is broken or damaged. Only the technology staff should attempt Chromebook repairs.
- If the Chromebook becomes damaged or broken due to negligence, the parents/guardians will be held liable for the repair or replacement of the Chromebook. Parents will be notified by school administration should this situation arise.
- If the student loses the Chromebook, it is stolen, or not returned to school at the designated time, parents/guardians are responsible for the replacement fee. For stolen Chromebooks, a police report must be filed.

### **Repair and Replacement costs are as follows:**

Lost device - \$300.00	Stolen device with police report - \$150.00	Stolen device without police report - \$300.00
Motherboard - \$225.00	Keyboard – \$35.00	Keyboards Bezel – \$40.00
Broken Hinge – \$25.00	Power cords and chargers – \$40.00	Screen – \$45.00
LCD Bezel with rubber trim (11e) - \$30.00	Outside Case Damaged Top Case - \$35.00	Bottom Case – \$35.00
**Other charges will be determined based on cost to repair/replace necessary components.		

- Parents/Guardians are required to sign the “Technology Responsible Use Agreement” indicating they have read this agreement and accept liability for any damages.
- At the end of the school term, Chromebook will be assessed for servicing, and fines will be issued for any damages.

### **Student Email Accounts**

All students will be issued email accounts through our school Google domain. These accounts will be used to communicate with teachers regarding school assignments and any school related questions.

- All communication through the student Google email account is the property of BHCS. This includes communication through Google Classroom and Groups. Administrative concerns will result in reviewing of personal messages.
- All communication between students should be related to assigned school tasks.
- Acceptable language should be used at all times. Students will refrain from using vulgar, obscene, or threatening language. Students should report any inappropriate communication to an adult immediately.

Any violation of these guidelines may result in loss or restriction of school Google account and may require further disciplinary actions by administration.

## **Acknowledgement of Technology Responsible Use Agreement**

I have read and agree to the guidelines and expectations outlined in this policy and I understand that violation of the Technology Responsible Use Policy may result in disciplinary action, the revoking of the Chromebook and network privileges, and the replacement of the damaged device (if applicable). I will instruct my child regarding the rules of responsible as outlined in this agreement.

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Student Name (printed)

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Student Grade

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Student Teacher

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Parent/Guardian Name (printed)

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Parent/Guardian Signature

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Parent Email

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Parent Phone

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Date

I have read the BHCS Technology Responsible Use Agreement. I understand access is for educational purposes and that BHCS has taken precautions to eliminate controversial material from being viewed by users as required by the Children's Internet Protection Act (CIPA). However, I recognize that it is impossible to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the Internet. I understand that BHCS encourages parents and guardians to supervise and monitor any online activity. I hereby give permission for my child to be given the privilege of Internet access.

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Parent/Guardian Signature

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Date