

## Bremond ISD Student Computer Policies and Procedures

2021-2022

### Introduction

The Chromebook and carrying case that have been issued to all Bremond ISD students are the property of the Bremond Independent School District (BISD). This computer is on loan to the student, and must be used in accordance with the following policies and procedures, the district's "Acceptable Use Policy" and any applicable civil and criminal laws. **The computer is considered school property** just like textbooks, calculators, etc., and is subject to inspection at any time. Use of this computer, as well as, access to the computer network, the Internet and e-mail is a **privilege and not a right**. These items are provided for educational purposes only, and are intended to support the learning objectives of Bremond ISD.

### Using the Computer at School

1. **Each computer AND charger is assigned to an individual student. Students cannot "swap" or "share" their computer with another student. They may only use the computer checked out to them. Computers should be in a student's possession at all times and taken home at the end of the day to charge. Please leave your charger at home and DO NOT bring to school. Students who do not bring their computer fully charged may be given an alternate assignment.**
2. Students should never share their password with another student. Please keep passwords confidential. In order for a student to change their password, they must make a technology request with the technology department.
3. **Students who have permission to take the computer home are responsible for bringing a fully charged computer to school each day. Chargers should be left at home.**
4. Students are responsible for bringing their computer to all classes, unless instructed otherwise, by their teacher. If a student does not consistently bring his/her computer to class, parents will be contacted.

### Using the Computer at Home

1. Students must have written permission from their parent or guardian before they will be allowed to take their computer home.
2. Students should protect their computer from extreme heat or cold.
3. Computers should never be left in a vehicle, even if the vehicle is locked.
4. **Students should never eat or drink while using their computer, or use their computer near others who are eating and drinking.**

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5. Heavy objects should never be placed or stacked on top of your computer. This includes books, musical instruments, sports equipment, etc.
6. Student should use care when plugging in and unplugging their power cord and headphones.
7. When at home, the computer should always be used under adult supervision in a common family location (i.e. kitchen, living room, dining room).
8. Students and parents/guardians understand that the computer may be used to connect to the Internet at home and are responsible for acquiring and Internet Service Provider.
9. **If the computer is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and school administration.**
10. If the computer is damaged or not working properly, it must be turned in to the BISD Tech Dept. for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the computer. (attached is a fees assessed chart)

### **Using the Computer for Internet and E-mail**

1. Students and parents/guardians understand that Bremond ISD does not have control over information found on the Internet. **While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.**
2. Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.
3. Parents/guardians and students are required to read and agree to the Bremond ISD Acceptable Use Policy prior to receiving Internet and e-mail access.
4. Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of Bremond ISD. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

### **General Use and Care of the Computer**

- When transporting their computer to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. **It is pertinent nothing is in between the screen and the keyboard when the screen is closed. This could cause screen to crack or break.**
- Students are expected to treat their computer with care and respect. The computer and case are the property of Bremond ISD, and should be kept clean and free of marks at all times.

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- **Placing stickers, writing or drawing on, engraving or otherwise defacing the computer or carrying case is not allowed and will result in loss of privileges and fees.**
- Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
- Students should not use their computer while walking, on the bus, or otherwise being transported. Computers should only be used while they are on a flat, stable surface such as a table. Computers can be fragile, and if they are dropped, they may break. If a student chooses to take his/her computer to an extracurricular activity, then he/she is responsible if the computer gets damaged, lost or stolen. **The cost for replacement will be \$200.00.**
- Computers should never be placed in their carrying case while they are turned on. The computer should either be turned off or in “sleep” mode. In addition, computers should not be placed on or under soft items such as pillows, chairs, or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

### **Consequences of Inappropriate Use**

**The use of any district technology is a privilege and not an right.** Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable civil or criminal laws. Failure to use this computer in an appropriate manner may result in the cancellation of student use or access privileges, as determined by the staff and administration of Bremond ISD.

### **Terms of Agreement**

**Failure to comply with these BISD Policies and Procedures will end your child’s use of this property. If the property is not timely returned, is damaged, lost or stolen, you are responsible for the reasonable cost of repair or replacement value on the date of loss according to the attached “Fees Assessed Chart”.** In the case of theft or loss of the computer and its accessories, a police report must be filed, and the District notified the next school day after the occurrence. **If the computer is lost, stolen or damaged beyond repair, you are responsible for the entire replacement cost.**

Your right to use and possess the computer and its accessories terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. **If you do not timely and fully comply with all the terms in this Bremond ISD Computer Policies and Procedures Agreement, the District shall be entitled to declare you in default and take legal steps to recover the property.**

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Chromebook Asset Tag \_\_\_\_\_

Charger Asset Tag \_\_\_\_\_

**Please return this agreement signed before your child is allowed to take the Chromebook home for school use.**

**Student Information (print)**

Name (First and Last)		Middle Initial	
Student ID#		Grade	

**Parent/Guardian Information (Print)**

Name	
Phone Number	

\_\_\_\_\_ Yes, my child is allowed to take home a computer for home use.

- **When in the classroom with teacher supervision, it is still the student's responsibility for damage to his/her computer.**
- **When at home with parent supervision, it is still the student's responsibility for damage to his/her computer.**
- **It is the student's responsibility to have only appropriate content on the computer.**
- **It is also the student's responsibility to charge the computer nightly for use at school the next day.**
- **If the computer is lost, stolen or damaged beyond repair, the parent/student is responsible for the entire replacement cost.**

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**\*\*I have read and understand the Bremond ISD Computer Policies and Procedures and agree to go over these policies with my child. I will remind them each day to charge it and bring back to school.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

2020-2021 Fees Assessed for Students

The reasonable cost of repair chart below is for any damage whether accidental or intentional.

Repair	Cost
Broken Computer	1 <sup>st</sup> Offense-\$25.00 or cost of repairs 2nd or more Offense- entire cost of computer(\$200.00) or cost of repairs
Charger and/or adapter cord (lost, stolen, or broken)	\$15.00

**\*if the computer is lost, stolen or damaged beyond repair, you are responsible for the entire replacement cost.**