

Blue Springs R-IV School District

Student Issued Device Grades 9-12

Parent/Student Handbook



Qualifications

A 9th-12th grade student who is actively attending classes in any of the high schools in the Blue Springs R-IV School District qualifies to use one of the district-issued devices. The terms in the Technology User Agreement and district Board Policies should be followed at all times. Students will not be issued a device until the Technology User Agreement is signed by all parties and the proper payment for insurance is received.

Title

The legal title of the issued device belongs solely to the Blue Springs R-IV School District and will remain the district's property through the life of the device. Devices are issued for student use under the conditions outlined in this handbook, Board Policy, Standard of Student Conduct Student-Parent (9-12), Student Technology Resources Acceptable Use and Procedures, and Technology User Agreement. Because the device is the property of the district and is issued to individual students, the device is subject to monitoring and search at any time. There is no expectation to privacy of content stored or used on the device.

Complete Loss, Lost, & Theft

By taking possession of a district device, the student and parent agree to assume full responsibility for the safety, security, and care of the issued device. In case of **complete loss** due to natural disaster, the student/parent agree to use homeowner's or renter's insurance towards full replacement cost. If the parent does not have/use homeowner's or renter's insurance the cost for replacement will be determined by the Director of Technology. Any extenuating circumstances contributing to the loss will be considered. In case of **theft** away from school, a police report should be filed within 24 hours. In case of theft at school a theft report should be made with the building School Resource Officer within 24 hours. Failure to abide by the outlined procedure for theft will result in the device being categorized as **lost** instead of theft. Students will be responsible for full replacement cost for devices categorized as theft or lost with an obligation filed onto the student's account.

Damage

By taking possession of a district-issued device, the student and parent agree to assume full responsibility for the safety, security, and care of the issued device. In case of damage to the device the user agrees to

report a potentially damaged device within 24 hours of suspected damage to the appropriate assistant principal so any necessary repair and/or cost can be determined in a timely manner.

Terms of Agreement

A student will be able to use the district-issued device no later than the last day of the school year or the last day they actively attend any of the high schools in the Blue Springs R-IV School District. Failure to comply with the terms of this handbook, Board Policy Technology User Agreement, or financial obligation may result in termination of use. The failure to turn in the issued device and accessories (keyboard and charger) at the end of the said agreement may result in the district categorizing the device as stolen by the user. The district reserves the right to file charges with the appropriate law enforcement agency for the device (district property) not being returned on time as outlined above.

District Costs

According to the terms of the district's agreement with the device vendor the replacement cost of the device is \$359.10, replacement cost of the keyboard \$74.99, and replacement cost for the charger is the manufacture's cost. The keyboard and charger are considered an accessory and are not covered under the district insurance plan. Students will be required to pay the district the full replacement cost for damaged or lost accessories. Students/parents are not allowed to purchase similar accessories to replace district-issued accessories. All devices and accessories issued to students each year are required to be returned the last day of school or the last day they actively attend any of the high schools in the Blue Springs R-IV School District.

Device Insurance

The cost of the district insurance plan is \$25.00 to be paid annually to Blue Springs R-IV School District. All students are required to participate in the district device insurance program. Failure to fully pay the insurance fee will result in an obligation to be placed on the student account until the fee is fully paid. Students who have not fully paid for device insurance will be placed on **restricted usage**. Students with restricted usage will not be allowed to take devices home. Students on restricted usage will also be responsible for 100% of the manufactures cost to repair/replace the issued device, keyboard, and charger. Students will need to check in and check out

their device on a daily basis until the device insurance fee is fully paid. Students who fully pay their insurance fee have **full usage**, which means they are allowed to take their device home during the school year while they are actively attending classes in any of the high schools in the Blue Springs R-IV School District. Families who believe they are in need of financial assistance to cover part/all of the district insurance plan should contact the building administrator. You will also have the option, if you prefer, to purchase the district insurance and notify the office at your school in writing to require your student to keep their device at school.

Repair and/or Replacement Costs

- The district insurance plan will cover the first repair to the device at no cost (excluding accessories: keyboard and charger) if the device has a protective cover purchased at the cost of the user and was in use at the time of the reported damage. Protective covers can be purchased by the student and are the property of the student (www.microsoft.com or other Microsoft device vendors). If damage to the device occurs with no protective cover on the device at the time of damage the repair cost for the first incident is \$50.
- Each subsequent repair will be an additional \$50.
- The keyboard and charger are not covered under the district insurance plan. Full replacement cost should be made payable to the district so that replacement accessories can be issued to the student. Students should not replace accessories on their own to use and turn into the district.
- The costs outlined above are on an annual basis.
- Repair cost payment is due at the time the student's device is turned in for repair. A temporary device will be issued to the student until the original device is repaired.
- Failure to pay for the district insurance plan prior to the need for a repair or replacement will result in the student being responsible for 100% of the repair/replacement cost for the device, keyboard, and charger.

Special Accommodations/Restricted Access

- **Parent/Guardian-Initiated Accommodations:** The Blue Springs School District believes that every student should be granted equal access

to the resources provided by the school district for learning. It is not the district's recommendation that a student's access be restricted. If a parent/guardian does not wish for their student to have access to district provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed in the student's cumulative file. If the request initiated by the parent/guardian is approved by a school administrator a student may be granted "as needed only" or "by teacher request only" access to their device at school only.

- **Administrator-Initiated Accommodations:** Noncompliance with the expectations of this handbook, violation of the Technology User Agreement, or other violations of BSSD Board Policies can result in the loss of privilege with, or restricted access to, district-provided technology as a consequence of misuse or as a safety measure for a particular student. In these instances, a school administrator will work with the family and student regarding the incident and develop a plan to avoid denying or restricting access to the curriculum due to lack of a device. If the pattern of misuse continues or the behavior is considered unsafe/unhealthy, the privilege of utilizing a district-device may be revoked with no refund of money paid to the district associated with the device.

Handling, Care, and Use

- The device is for the sole use of the student and only that student to whom it is issued.
- The same device and accessories (keyboard and charger) will be issued to that student each year.
- Students are responsible for all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software applications accessed via the issued device.
- Students are responsible for any violations of Board Policy regarding their device regardless of whether they were the user that violated policy.
- The issued device should only be used for the creation of, storage of, access to, and consumption of school-related and school-appropriate content. The student may not

access, store, create, consume, or share unauthorized or inappropriate content with their device.

- Devices should be fully charged each morning before arriving to school.
- Devices will be updated upon login as needed.
- The camera on the device should never be used without the consent of the teacher and those whose image may be captured on the device.
- Ports in the device should only be connected to the appropriate connectors and external devices.
- Devices should not be exposed to liquids, foreign substances, drinks, paint, ink, glue, soap, shampoo, lotion, etc.
- The device surface should not be altered, defaced, etched, stickered, or written on. Only a protective non-permanent cover created by a manufacturer designed to fit the issued device can be placed on the device surface.
- Only school district personnel may troubleshoot, diagnose, or repair a device.

Security, Storage, and Transport

- The device should be powered off and in a protective case or backpack when not in use.
 - The student should transport the device in a protective case or backpack both inside and outside of school.
 - The device should be powered down if it is to be stored in a backpack or other manner that completely surrounds the device for more than five minutes.
 - The student should handle the device with caution: they should not throw, toss, or slide the device.
 - The student should never leave their device unattended for any reason.
 - The student should take the device home each day. Devices should not be stored or left in a car for any duration of time. The student should not leave the device overnight in a locker.
 - The student should keep the device out of reach of siblings, pets, or anyone else capable of careless handling or property damage.
 - The student should not store items such as books or other objects with weight on top of the device.
- The student should discuss with coaches and sponsors ways their device can be safely stored from damage or theft during practice or meetings.

File Storage/Back-Up

- Every student is supplied with storage space in OneDrive through their Office 365 account. OneDrive stores files on the cloud. This is the preferred method of storage so students can access their files regardless of the device they use.
- Students should also routinely back up files to an external storage device.

Guidelines for Student-Safety and Posting Online

- Blue Springs R-IV School District Board Policy 3A.35 outlines the appropriate use of electronic communication for educational purposes.
- School related pages should be created by school personnel to be used in accordance with Board Policy 3A.35.
- Stop, Block, and Tell! (Don't respond to any cyber bullying message; block the person sending the message; tell a trusted adult.)
- Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want others to see or share.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including but not limited to last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password or devices with anyone.
- Linking to websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink sources of which you might refer.

- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use images.
- How you represent yourself online is an extension of yourself.
- Do not misrepresent yourself by using someone else's identity.
- If you see inappropriate material that makes you feel uncomfortable or is not respectful, report it to a parent or teacher right away.

Out of District Usage

- Blue Springs R-IV School District Policy 5.14 and 5.14.1 apply to all district technology including devices issued to students for use inside and outside of school.
- The BSSD Student Technology Resources Acceptable Use and Procedures Policy pertains to use on out-of-district networks just as they do when at school.
- BSSD student devices can connect to any home, public or private network for which they have permission and the key/passcode to access.
- BSSD student devices cannot be used with networks that require installation of software, manually assigning an IP address, or reconfiguration of antivirus, firewall, and other district settings.

Protection and Content Filtering

- BSSD utilizes a content filtering system that blocks and logs user Internet activity in accordance to the Children's Internet

Protection Act (CIPA). The student's use will be filtered and logged and subject to review by district personnel.

- The Blue Springs School District retains the right to regulate and monitor the access and use of school technology resources for academic and non-academic purposes.
- The content filter will restrict inadvertent access to unapproved content online and will deter attempts to deliberately access unapproved content online. This does not absolve the user from attempting to access unauthorized or inappropriate content.
- Although the content filter will provide protection to the user and to the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter or not.
- Any download of unauthorized content, whether on a district device or on any personal media storage device (flash drive, SD card, CD, DVD, phone, etc.) that connects to a school device or network is a violation of usage policy.
- Attempts to disable, reconfigure, or circumvent the content filter, firewall, or antivirus, are a violation of district usage policy.

A complete copy of Board Policies can be found at the [BSSD Website](#).

5.14 Technology Resources (October, 2001)

The board of education recognized that as telecommunications and other technologies shift the ways that information may be accessed, communicated and transferred, those changes may also alter instruction and student learning. The school board generally supports access by students and staff to technology resources. The district's technology resources will be used only for learning, teaching and administrative purposes consistent with the district's mission and goals. The Blue Springs School District retains the right to regulate and monitor the access and use of school technology resources for academic and non-academic purposes. The district will maintain content filters to prevent students' access to inappropriate content. This filter will monitor online activity for all district machines. The district's technology resources have not been provided as a public access service or public forum. The district is not responsible for any financial obligation arising through unauthorized use of the district's technology resources.

Technology resources include all of the computer hardware, operating system software, application software, stored text, and data files. This also includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

5.14.1 Student Access to Technology Resources (September, 2003)

Student access to and use of technology resources shall be in accordance with district policy and procedures. Student access and use will be monitored. The district will provide filtering devices to screen objectionable and obscene materials. Even though filtering devices are used, it should be understood that students may encounter such materials. The district will include education for students in appropriate online behavior as a part of the curriculum.

Student use of technology resources may be permitted upon submission of the Acceptable Use and Procedures form signed by parents of minor students (under 18 years of age) and by students. **See Appendix 5(20) and/or Appendix 5(22)**

5.14.2 Student Issued Devices Grades 9-12 (September, 2018)

As a part of the board of education's commitment to excellence in education, the district will issue a district owned device to all students in grades 9-12 who are actively attending classes in any of the district high schools. The devices are issued for the individual student's use only and only for educational purposes. The student's use shall be governed by board policies as revised, amended or newly adopted, including but not limited to, Policy 5.14, Technology Resources; Policy 5.14.1, Student Access to Technology Resources; Appendix 5(14), pages 1-2, Standard of Student Conduct grades 9-12 as signed by parent/student; Appendix 5(20) pages 1-4, Student Technology Resources Acceptable Use and Procedures; Technology User Agreement, Student Issued Devices Grades 9-12 (attached hereto); Student/Parent Handbook; and any applicable laws or regulations. The device is at all times the property of the district so that there is no expectation of privacy regarding student use. The student's use will be filtered and logged and subject to review by district personnel.

BLUE SPRINGS SCHOOL DISTRICT
Student Technology Resources Acceptable Use and Procedures

Students who use the district Technology Resources are responsible for their behavior and that of their permittees and communications over those networks. It is expected that students will comply with district policies and procedures and honor those agreements they have signed. District Technology Resources include, but are not limited to, all of the computer hardware, operating system software, application software, stored text and data files, electronic mail, local databases, externally accessed databases (for example, district network access to the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, any district peripheral devices connected thereto, and other technologies as they become available. The following regulations apply to student use of district Technology Resources:

1. Access to and Use of District Technology Resources by Students

1. Students are provided access to and use of district Technology Resources for Academic Purposes only. Student access to said Technology Resources shall be regulated and monitored by the district for Academic and Non-Academic Purposes.
2. Students shall take all measures necessary to prevent any harm to Technology Resources. Destruction or vandalism of district equipment or materials, including, but not limited to, the uploading, creating or transferring of computer viruses, by students is strictly prohibited.
3. Students shall not use or permit any foods and/or liquids to be used near Technology Resources.
4. Students shall report any and all damages or concerns about Technology Resources to the supervising staff member in a timely manner.
5. Installation of hardware and software shall be submitted for approval to and performed by the district's Technology Department personnel only.
6. Students shall not use district Technology Resources for any unlawful purpose inclusive of any unlawful personal use, and particularly personal use of same for inappropriate purposes.
7. When a computer station is not in use, students shall log off in order to protect the privacy of student records, e-mail, Internet access, and personal files from possible intruders.
8. Students shall not grant non-students permission to use district Technology Resources. If impermissibly granted, students become fully responsible for penalties and damages herein described.

2. Access to and Use of District Network by Students

1. Students are provided network access for Academic Purposes only. Student access to the network shall be regulated and monitored by the district for Academic and Non-Academic Purposes. The district reserves the right to access and disclose the contents of all files, folders, and documents on the district's network.

2. Students shall use the district's network in a manner that will not disrupt the use of Technology Resources by others. Unacceptable uses include, but are not limited to, the downloading of large files, sabotaging the network, or use of the network for inappropriate or unlawful communications and purposes.
3. In an effort to maintain the district's network in an efficient and effective manner, students shall delete outdated files, folders, and documents on a regular basis, so long as doing so does not violate any district policy or procedure, or any local, state or federal law.
4. Students shall never use a password other than their own to access the network.
5. Students shall never reveal their password to any other individuals, including but not limited to other students.
6. Student shall never access the files, folders, documents or discs of another student or a staff member without that individual's consent.

3. **Access to and Use of the District's Internet System by Students**

1. Students are provided Internet access through the district's network for Academic Purposes only. Student access to the Internet shall be regulated and monitored by the district for Academic and Non-Academic Purposes and uses.
2. Students will not give their home address, location of their school, phone number or any personal information about themselves, another student, or school personnel to anyone via the Internet.
3. Students shall not access or utilize the Internet system for any unlawful purposes whether such purposes are in violation of civil or criminal laws and regulations or in violation of the district policies. Building administrators are responsible to implement education for students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.
4. Students shall not access or utilize the Internet system for inappropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying.
5. The district reserves the right to implement Internet filtering system to restrict access to websites that the district deems inappropriate. In realizing that filtering systems are not always effective, the district also maintains a policy that students shall not access, view, download or copy unfiltered websites containing profane, vulgar, or pornographic content or websites that advocate illegal acts, violence or discrimination towards others.
6. Students shall comply with all applicable copyright laws and licensing agreements when accessing, downloading or copying materials from websites through the district Internet system.
7. Students shall not download any material for which a fee or licensing agreement is required without the approval of appropriate district supervisory personnel. Any prohibited financial obligations incurred by students shall be the sole obligation of the user, not the district.

8. Students shall not utilize the district Internet system for any commercial activity.
9. Students shall not utilize the district Internet system to enter websites commonly known as Blogs that are not district approved.

4. **Use of Personal Electronic Devices**

1. At the sole discretion of building administration, students may be allowed to bring their personal electronic devices to school for use during the school day in accordance with all the terms of this Student Technology Resources Acceptable Use and Procedures Policy and subject to Board Policy 5.64.2.b.2, Possession of Personal Electronic Devices. The possession and use of Personal Electronic Devices (PED) is a privilege, not a right. The district may revoke the privilege of possessing and using a PED at any time in its sole discretion. The district may also take possession of an examine a student's PED upon reasonable suspicion that a violation of district policy or law has occurred. Refer to Board policy 5.64.2.b.2 for a full statement of the policy regarding PEDs.
2. Personal Electronic Devices include, but are not limited to laptops, portable medial players, mobile phones, smart phones, tablet computers, iPads, iPods, e-readers and video game devices, cameras, video cameras, music players owned by a student or a student's parent/legal guardian. All accessories, cases, wallpaper and backgrounds must be school appropriate and not disruptive to the education al environment.
3. Students in grades K-8 may bring PEDs to school, but the PED must be stored or carried out of sight in an off or silent mode and shall not be used by students during the school day. Students in grades 9-12 may carry PEDs during the school day and use the PED during nonacademic periods, but may only use the PED during academic periods with prior approval of administrators or staff.
4. PEDs may not be used to capture sound, document, video or photo images at any time or anywhere during the school day or while being transported in a district vehicle without the prior approval of administrators or staff. In addition, PEDs may not be used to capture sound, document video or photo images at any other time, place or school sponsored activity when a person (including but not limited to students, staff, parents, volunteers and guests) has an expectation of privacy which shall include but not be limited to a locker room, restroom, dressing room or any other location where a person may be changing clothes or engaged in personal or private activities.
5. PEDs or any district technology resources may not be used to capture, transmit, distribute or display to others any message, sound or image that may be considered violent, obscene, pornographic, vulgar or which includes fighting or nudity.
6. Students who bring PEDs for use during the school day do so at their own risk. The district assumes no responsibility or liability for lost, stolen, damaged or misplaced PEDs which includes any PED confiscated by district personnel. The district additionally is not responsible for any loss of information, corrupted files, software or hardware problems or viruses which may occur from use of the PED or access to the district network.

7. Access to and Use of Electronic Mail by Students. Students are strictly prohibited from accessing or distributing electronic mail (“e-mail”) through the district’s network, including the use of private accounts accessed through the district’s Internet provider, without prior approval of administrators or staff.

8. Publication and Maintenance of Web Pages by Students. Students are strictly prohibited from hosting, creating, or otherwise maintaining Web Pages on the district’s server for any purpose without prior approval of administrators or staff and only under the supervision of district administration or staff. Students are further prohibited from hosting, creating or otherwise maintaining Web Pages on non-district servers that purport to be sanctioned or endorsed by the district or otherwise represent the district and/or its schools.

9. Consequences for Misuse of Technology Resources.
 - Violations may result in temporary or permanent loss of access to technology resources.
 - Additional disciplinary action may be taken in line with existing board policy.
 - When applicable, law enforcement agencies may be involved.
 - Restitution must be made for damage or loss.

I have reviewed and fully understand the contents of the Student Technology Resources Acceptable Use & Procedures. I understand and accept all conditions, restrictions, regulations, and requirements set forth herein and as stated in Board Policy 5.64.2.b.2, Possession of Personal Electronic Devices. I understand that access to district Technology Resources is a privilege that may be withdrawn at any time, should I violate any aspect of the procedures or Board Policy. By executing below, I hereby acknowledge reading and understanding the procedures and accept all responsibilities associated with access to district Technology Resources.

Student Technology Resources Acceptable Use & Procedures Permission Form	
Parent/Guardian Name (Printed)	Student’s Name (Printed)
Parent/Guardian Name (Signed)	Student’s Name (Signed)
Today’s Date	What School



Student Information	
Student Last Name:	Student Number:
Student First Name:	Student Insurance Paid:

**Student Issued Devices Grades 9-12
Technology User Agreement**

The Blue Springs R-IV School District will issue your student with a device for the 2018-2019 school year. Both the parent/legal guardian and student must acknowledge the use responsibilities outlined in the Student Issued Devices Grades 9-12 Handbook and the terms listed below. To indicate that you have read and understand, please initial each box below.

STUDENT Initial	PARENT Initial	Technology User Agreement Items
		Qualifications: A 9 th -12 th grade student who is actively attending classes in any of the high schools in the Blue Springs R-IV School District qualifies to use one of the district-issued devices. The terms in the Technology User Agreement and district Board Policies should be followed at all times. Students will not be issued a device until the Technology User Agreement is signed by all parties and the proper payment for insurance is received.
		Title: The legal title of the issued device belongs solely to the Blue Springs R-IV School District and will remain the district's property through the life of the device. Devices are issued for student use under the conditions outlined in this handbook, Board Policy, Standard of Student Conduct Student-Parent (9-12), Student Technology Resources Acceptable Use and Procedures, and Technology User Agreement. Because the device is the property of the district and is issued to individual students, the device is subject to monitoring and search at any time. There is no expectation to privacy of content stored or used on the device.
		Change of Address: The district issued device must reside at the address(es) provided in PowerSchool during enrollment. The school must be notified immediately if a change of address for the student occurs and provide the school with necessary residency documentation.
		Condition: The Parent/Guardian agrees to report to school administration any loss or damage that may occur to the district issued device immediately. The student will have the same device and accessories issued to them each year and acknowledge taking care of the device as if it were their own is a best practice.
		Maintenance and Repair: The Parent/Guardian or student is responsible for requesting maintenance and repair of the device while in his or her possession. The Parent/Guardian or student shall let the school make all necessary repairs and replacements for the device per the Repair and/or Replacement section of Board Policy 5.14.2 Student Issued Devices Handbook Grades 9-12.

Parent/Legal Guardian Acknowledgement and Signature

I have read or had explained to me and understand the Technology User Agreement, Board Policy 5.14, Board Policy 5.14.1, Board Policy 5.14.2, Student Technology Resources Acceptable Use and Procedures, and the Student Issued Devices Handbook Grades 9-12. I agree to comply with and to ensure that my student complies with the terms and conditions stated. I agree to limit and monitor the use of the issued device for educational purposes. I will make every effort to ensure that my student will comply with the terms and conditions herein. I grant permission for my child to have access to and use the issued district-device.

The Blue Springs R-IV School District will make every effort to restrict student access to objectionable materials through the content filtering system. However, I understand that it is impossible for the district to control and restrict access to all controversial or inappropriate material that may be accessible with the issued device.

The district is not responsible for any loss resulting from use of district issued device and makes no guarantees that the device or the district network systems that support student use will be available at all times.

By signing this document, I agree to abide by the conditions listed and referenced above. I understand that should I or my student fail to honor all the terms herein, access to the device, the internet, and other electronic media may be denied in the future. Furthermore, my student may be subject to disciplinary action outlined in the Blue Springs R-IV School District Standard of Student Conduct. I hereby release and hold harmless the Blue Springs R-IV School District, its officers, board members, employees, and agents, and any entity affiliated with the district, from and against any and all liability, loss, expense, or claim for injury or damages that my student or I may incur arising out of the use of the district issued device.

Parent/Legal Guardian Acknowledgement and Signature	
Parent/Guardian Name (Printed)	Student's Name (Printed)
Parent/Guardian Name (Signed)	Student's Name (Signed)
Today's Date	Today's Date