



**School District  
2364**

**BBE Public Schools  
Chromebook/iPad Policy & Usage  
Handbook**



**BBE 2022 - 2023**



## **BBE Public Schools 1:1 Chromebook/iPad Implementation Handbook**

### ***Overview***

The BBE Public School District is committed to preparing our learners to succeed in the changing societal landscape. It is essential that the District provide our learners with the 21st century skills they need to be self-directed. We believe that effective educating and learning with technology will prepare each learner for the world in which we live.

Excellence in education requires that technology is integrated throughout the educational programs. Increasing access to technology is essential for our learners and to empower them to learn at their fullest potential and connect with the 4 C's (Creativity, Critical Thinking, Communication, Collaboration.) Integrating technology will enhance the quality, standards-based curriculum that is in place and will give the BBE educators opportunities to facilitate learning in a variety of ways. To accomplish this vision, the District is making Chromebook/iPad technology available as described below.

### ***Device Options***

**OPTION 1:** Devices will be district-owned and BBE Public Schools requires the selection of an insurance plan prior to the distribution of the Chromebook/iPad to your student. See Chromebook/iPad Device Insurance for more details.

**OPTION 2:** Students will bring a school supported device. However, students are bound by the BBE Public Schools Acceptable Use of Technology Policy, Administrative Procedures, Acceptable Use of Agreement, and all other guidelines wherever they use their Chromebook/iPad.

A. Students/Families who own their own devices may use these in school in place of a district-owned device are subject to the following conditions:

1. The device is available to the student for use every day at school.
2. The student/family is willing to provide the same apps, including any of the apps that are provided on the school devices required for the student's coursework.
3. The District is not responsible for technical support for personally owned devices, but can check in with the tech department for recommendations.

B. Any personally-owned devices that are brought into the District must be brought to the media center and registered with technology staff before they are allowed onto the school network. This is for network security purposes as well as to comply with federal legislation regarding internet content filtering.

C. The District is not responsible for the loss, theft or damage of any personally-owned devices that are brought to school.

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## Receiving Your Chromebook/iPad

### 1. Parent/Guardian Orientation

All parents/guardians are required to sign the BBE Public Schools Chromebook/iPad Agreement before a Chromebook/iPad can be issued to their learner.

### 2. Distribution

Learners 1-12 will receive their Chromebooks/iPads and other related items during Open House or within the first week of school, if they do not already have possession. Kindergarten learners will receive their devices by the start of 2nd semester. Learners and parents/guardians must sign the BBE Public Schools Chromebook/iPad agreement before their child receives his/her Chromebook/iPad.

### 3. Transfer/New Learner Distribution

All transfers/new learners will be able to pick up their Chromebook/iPad from the BBE Technology Department located in each school after the Chromebook/iPad Agreement Form has been completed along with the insurance payment.

## Returning Your Chromebook/iPad

### 1. End of Year

At the end of the school year, learners Grades 3-12 can complete the 1:1 Chromebook/iPad Agreement along with paying the insurance to take their device home over summer. Devices will be stored at school over the summer for learners K-2 and families who opt out of summer distribution. Failure to turn in a Chromebook/iPad will result in the learner being charged the full replacement cost. The District may also file a report of stolen property with law enforcement if the device is not paid in full.

### 2. Transferring/Withdrawing Learners

Learners who transfer out of or withdraw from BBE Public Schools must turn in their Chromebooks/iPads to the Tech Department in either school on their last day of attendance. Failure to turn in the Chromebook/iPad will result in the learner being charged the full replacement cost. Unpaid fines and deposits of learners leaving BBE Schools may be turned over to a collection agency. The District may also file a report of stolen property with law enforcement.

## Insurance Options

BBE Public Schools requires insurance be purchased prior to the distribution of the Chromebook/iPad. The insurance cost is \$40 annually for each Chromebook/iPad. Each claim covered by insurance will be assessed an incremental deductible within the current school year. Claim deductibles are listed below. If a learner withdraws from BBE Public Schools and then re-enrolls later in the current school year, the coverage purchased at the learner's initial registration will be reinstated along with the number of claims made prior to withdrawal.

**IF A FAMILY IS UNABLE TO AFFORD THE INSURANCE, IT IS THEIR RESPONSIBILITY TO CONTACT THE BUILDING ADMINISTRATOR.**

Josie Dingmann: 320-254-8211 Ext. 1319  
Patrick Walsh: 320-254-8211 Ext. 2130

The District is offering families a choice of two protection plans. **Families must choose one of these two options:**

<b>Option 1 Deductible Plan \$40 Non-Refundable</b>	<b>Option 2 Full Deposit \$350 Refundable</b>
<b>\$0 - first claim \$50 - second claim \$100 - third claim</b>	<b>Families may make a refundable deposit of \$350. This deposit will be returned at the end of the year if the device is returned in good condition. A proportion of the deposit will be returned if repairs have been needed. If repairs are needed that amount will be subtracted from the deposit and the remainder will be returned at the end of the school year.</b>

### **OPTION 1: SCHOOL PROTECTION PLAN**

Families may purchase a non-refundable Protection Plan from the District for \$40 per academic year. This will include coverage for hardware failure, theft, repair, accidental damage including screen repairs, and liquid damage to the original Chromebook/iPad. In the event of needed repairs, the first repair will be the first claim. If the device is in need of a second repair in order to have proper use of the device, the student will receive the device back and the parents will be billed for the 2nd claim and again if a 3rd claim happens. In the event of a full replacement for a device, the 2nd device is covered under the first claim. However, if a second device needs replacing, a third Chromebook/iPad will only be provided upon receipt of the full deposit. This Protection Plan does not protect against deliberate or negligent damage to the device. Protection Plan Premiums for families with multiple children in the district will be capped at \$120.

Deductible Claim 1: \$0  
Deductible Claim 2: \$50  
Deductible Claim 3: \$100

## **OPTION 2: FULL DEPOSIT**

Families may make a refundable deposit of \$350 representing the amount of the full value of the Chromebook/iPad. This deposit will be returned at the end of the school year if the Chromebook/iPad is in good condition. A portion of this deposit may be withheld if the Chromebook/iPad is returned with damage.

Payments can be made by: 1) check made out to BBE Public Schools, or 2) via [www.bbeaguars.org](http://www.bbeaguars.org) on the BBE Schools website where you will find the button for the 1:1 Device Insurance Payment.

## **Training**

Learners will receive regular training to address care and usage of the Chromebook/iPad as well as usage of Google Apps for Education ([bbeaguars.org](http://bbeaguars.org)). Regular Digital Citizenship training will also be provided during the school year to address respectful, responsible and ethical use of the internet and digital tools.

## **Genius Team (Student Tech Team) Learner...wanted for 2022-2023**

In addition, BBE will be having a Student Tech Genius Team. This is a group of exceptional students who have taken a leadership role with technology at BBE schools. Training will be provided for this team. They will play many roles, including:

- \*technology support at the device Help Desk
- \*classroom support when students or teachers need assistance
- \*presentations for staff and visitors
- \*assisting in device handout and collections
- \*providing the student perspective on how technology impacts learning

Learners who have a genuine interest in better understanding how technology impacts learning, and would like to apply that understanding to help others, should apply. Learners who apply will be chosen based on recommendations.

## Taking Care of Your Chromebook/iPad

Learners are responsible for the general care of the Chromebook/iPad that they have been issued by BBE Public Schools. Chromebooks/iPads that are broken or fail to work properly must be taken to the BBE Tech Department located in each school. A loaner Chromebook/iPad will be issued to the student until their Chromebook/iPad can be repaired or replaced.

### General Precautions

- No food or drink should be next to your Chromebook/iPad while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook/iPad.
- Students should never carry their Chromebook while the screen is open unless directed to do so by an educator.
- Chromebooks/iPads should not be used or stored near pets.
- Chromebooks/iPads should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks/iPads must remain free of any writing, drawing, stickers or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks/iPads should never be shoved into a locker or wedged into a bag/backpack as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks/iPads.
- Do not expose your Chromebook/iPad to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook/iPad.
- Always bring your Chromebook/iPad to room temperature prior to turning it on.

### Carrying Your Device

- Always transport Chromebooks/ iPads with care.
- Carry your device with two hands.
- Never lift your Chromebook by the screen or carry it with the screen open.

### Screen Care

- The Chromebook/iPad screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook/iPad when it is closed.
- Do not store a Chromebook/iPad with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

## Using Your Chromebook/iPad

Learners are expected to bring a fully charged Chromebook/iPad to school every day and bring their Chromebooks/iPads to all classes unless specifically advised not to do so by their teacher.

## If A Learner Does Not Bring Their Chromebook/iPad to School

- A learner may look-on with another learner or use paper/pencil.

## Chromebooks/iPad being repaired

- Loaner Chromebooks/iPads may be issued to learners when their school-issued Chromebook/iPad is being repaired.
- A learner borrowing a Chromebook/iPad will be responsible for any damage to or loss of the loaned device, in accordance with the chosen insurance policy above.
- Loaner Chromebooks/iPads may be taken home (if the learner is grades 3-12.)
- The Technology Department staff will contact learners when their devices are repaired and available to be picked up. In addition, if your child is on his/her second or third claim with the non-refundable plan, you will be sent an invoice to cover the repairs. A learner's parents/guardians will be notified of repairs made, whether an invoice will be sent or not.

## Charging Chromebooks/iPads

- Chromebooks/iPads must be brought to school each day with a full charge.
- Learners should charge Chromebooks/iPads at home every evening.

## Personalizing the Chromebook/iPad

***Chromebooks/iPads must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the property of BBE Public Schools. Spot checks for compliance will be done by the administration, teachers and technology support staff at any time.***

Learners may add appropriate music, photos and videos to their Chromebook/iPads. Personalized media is subject to inspection and must follow the BBE Public Schools Acceptable Use Policy. Chromebooks/iPads are the property of BBE Schools and learners should have zero expectation of privacy on their school-issued device.

## Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.

## Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks/ iPads **WILL** be set up for direct printing at school.
- Students may share items with their teacher/s for him/ her to print.

### Using Your Chromebook/iPad Outside of School

- Students are encouraged to use their Chromebooks/iPads at home and other locations outside of school.
- A Wi-Fi Internet connection will be necessary for the majority of Chromebook/ iPads use; however, some applications can be used while not connected to the internet. Learners are bound by BBE Public Schools' Acceptable Use of Technology Policy, Administrative Procedures, Acceptable Use Agreement and all other guidelines in this document wherever they use their Chromebooks/iPads. Learners are responsible to download any necessary documents, assignments and/or materials from their teachers. If a family does not have wireless access at home, learners must do this before school, during the school day or after school or work offline. They may also inquire about checking-out a school issued mobile hotspot.

## Operating System and Security

### No Expectation of Privacy

Learners should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook/iPad, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor and record use of learner Chromebooks/iPads at any time for any reason related to the operation of the District. By using a Chromebook/iPad, learners agree to such access, monitoring and recording of their use.

### Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

### Content Filter

The district utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). While on premise, ALL Chromebooks/iPads, will have all internet activity protected and monitored by the District. Parents will be expected to monitor child's/children's device activity when off campus.

## **Inspection**

Learners may be selected at random to provide their Chromebook/iPads for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

## **Software on Chromebooks**

### **Logging into a Chromebook**

- Learners will log into their Chromebooks/ iPads using their school-issued Google Apps for Education (@bbejaguars.org) account.
- Learners should never share their account passwords with others. In the event of a compromised account, BBE Public Schools reserves the right to disable the account.

## **Originally Installed Software**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and must be kept on the dockbar at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

## **Updates**

The Chromebook operating system, Chrome OS, updates automatically. Learners do not need to manually update their Chromebooks.

## **Google Apps for Education (bbejaguars.org Accounts)**

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools.
- All work is stored within Google Apps.

## **Additional Apps and Extensions**

Learners are able to install additional appropriate apps and extensions on their Chromebook if there is space on their device. Learners will need to make sure the apps and extensions that are directed by the BBE Schools remain on the devices.

## **Software on iPads/Updating and Maintaining your iPad**

### **iOS Updates**

Learners are encouraged to install any iOS software updates that are pushed to the device. This should be done at night, while charging and connected to the internet as it can be a lengthy process.

### **App Updates**

The District will continue to use JAMF Software with the Casper Mobile Device Management Program. Self Service is a REQUIRED app that must be kept on devices at all times. App updates will be coming through this app and the learner will be able to update apps this way.

### **Google Apps for Education (bbejaguars.org Accounts)**

Learners using iPads are expected to be logged into the Google Apps suite (Docs, Slides, Sheets, Drive) as well as through google.com in the web browser app.

### **Using iCloud**

To ensure that files and information are not lost, learners are encouraged to use the iCloud backup feature which is tied to the Apple ID. To make sure this is enabled, go to Settings>iCloud>Backup and make sure that iCloud Backup is switched to the green on position. The device will automatically back up data and allow learners to sign in to a loaner device seamlessly.

## **Repairing or Replacing Your Chromebook/iPad**

### **Repair/Troubleshooting**

All Chromebooks/iPads in need of repair must be brought to the Tech Department - located in the Media Center at the High School and the Tech Office in the Elementary School - as soon as possible.

### **Vendor Warranty**

- Chromebooks/iPads will be serviced under a 1 year warranty.
- The vendor warranties the Chromebook from defects in materials and workmanship.

- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the BBE Tech Offices in each building.
- If the repair can't be done on the same day or an additional part is needed, a spare device will be issued. Proper care is expected of the loaner.

### Estimated Costs Chromebook (subject to change)

- Screen - \$100.00
- Keyboard/touchpad - \$50.00
- Power cord - \$40.00
- Full Replacement Cost (Chromebook, Charger) - \$350.00

### Estimated Costs iPad (subject to change)

- Screen - \$75.00
- Power cord - \$40.00
- Screen protector - \$3
- Full Replacement Cost: - \$350

## Accidental Damage or Loss Protection

As part of the 1:1 Chromebook/ iPad initiative at BBE Public Schools, we are recommending the purchase of accidental damage insurance prior to the deployment of the Chromebook/iPad to your child. BBE Public Schools will be the sole provider of this insurance. Under this insurance agreement, the Chromebooks/iPads are protected against accidental damage or loss due to an act of nature. BBE Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A learner making a false report will also be subject to disciplinary action as outlined by the district wide Student Disciplinary Policy.

**This insurance policy does not cover for loss of the Chromebook/iPad and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Your child will only receive one cord that comes with the device. He/ she will be responsible for this cord for the next four-six years. If it breaks, the option will be to buy a used one (if available) from our tech department or can purchase a new on his/her own. BBE Public Schools will assess the Chromebook/iPad damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be invoiced for full replacement cost of a device that has been damaged due to intentional misuse or abuse.****

## Chromebook/ iPad Device Insurance

BBE Public Schools strongly recommends that insurance be purchased prior to the deployment of the Chromebook/ iPad to your child. The insurance cost is \$40 annually for each Chromebook/ iPad. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductibles are listed below. If a student withdraws from BBE Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$40 Non-Refundable Per Device	\$0	\$50	\$100
\$350 Refundable	Any repair cost deducted and balance refunded at year end.		
Bring your own device: Grades K-9 iPad 6 or greater; Grades 9-12 Chromebook	You are agreeing to pay for any required apps.		

## Device Support

The Tech Offices will be the first point of contact for repair of the Chromebooks/iPads by Student Tech Team or Tech Department Staff. Services provided include:

- General Troubleshooting
- Google Apps Account Password Identification
- Apple ID Support
- bbejaguars.org User account support
- Operating System or software configuration support
- Coordination of warranty repair
- Distribution of replacement Chromebooks/ iPads
- Hardware maintenance and repair
- Restoring Chromebook/ iPad to factory default if needed

## Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services on their device, they should **ALWAYS** use their bbejaguars.org account (usually listed as signing up with Google) because this is issued by the

school. Students should not use other accounts (Personal Gmail, Yahoo, etc.) when signing up for these services.

1. **Respect Yourself** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## **BBE Public Schools Internet Use, Safety, and Computer Use Policy**

BBE Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by BBE Public Schools to anyone when it deems it necessary in the public interest.

### **Compliance with the Law and Use of Computers / Internet**

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at BBE Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

### **Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)**

Minors or adults shall:

1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use BBE Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a BBE Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by BBE Public Schools to block and/or filter access to Internet Sites that are not in accordance with the policies of BBE Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

## Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the BBE Public Schools, including applicable State and Federal laws. This can be viewed on our website at [www.bbejaguars.org](http://www.bbejaguars.org)

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature.

## Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
  - As a safety precaution, full names or addresses are not to be revealed online.
  - Computer and network resources have been provided for educational purposes, game-playing and commercial uses are prohibited.
  - Sharing of individual accounts is prohibited.
  - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
  - Chain letters and inter-relay chat are misuses of the system.
  - Vandalism or "hacking" of any kind is prohibited.

- The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Belgrade Broomfield Elrosa Public Schools and/or civil authorities.
  - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold BBE Public Schools harmless from any claims or damages arising from such use. BBE Public School District makes no warranties for the information or the services provided.

## Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the building administrator immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

## Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.
- Plagiarism is a violation of the BBE High School policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

## Email

- Students in need of email for academic reasons will be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system. These email systems are monitored by the BBE Public Schools Technology Department and all messages sent or received through this

system are archived and subject to filtering of inappropriate content. Staff will only be accepting email sent through the students' bbejaguars.org account.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

## Discipline Consequences

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the BBE Public Schools Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the BBE Public Schools Technology Department to ensure appropriate use. BBE Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

## CHROMEBOOK/ iPad POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

The BBE Public Schools Chromebook/ iPad Policy and Usage Handbook is available on the BBE Public Schools website at [www.bbe.k12.mn.us](http://www.bbe.k12.mn.us)

You need to read, understand, and agree to abide by the compliance requirements of BBE Public Schools Policy regarding the use of electronic devices and the Internet in the BBE Public Schools. By completing the Student and Parent Handbook form, you are stating that you authorize BBE Public Schools to utilize "cloud services" accounts that will be under the control of BBE Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to BBE Public Schools.)

Additionally, as part of the 1:1 Chromebook/ iPad initiative at BBE High School, BBE Public Schools requires the selection of an insurance plan prior to the distribution and the purchase of the Chromebook/ iPad to your child. BBE Public Schools will be the sole provider of this insurance. Under this insurance agreement, the Chromebooks/ iPads are protected against accidental damage or loss due to an act of nature. BBE Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

This insurance policy does not cover for loss of the Chromebook/ iPad and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. BBE Public Schools will assess the Chromebook/ iPad damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/ students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Annual Premium Due	Deductible	Deductible	Deductible
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at Registration	Claim #1	Claim #2	Claim #3
\$40 Non-Refundable Per Device	\$0	\$50	\$100
\$350 Refundable	Any repair cost deducted and balance refunded at year end.		
Bring Your Own Device: Grades 4-8 ipad Mini 2 or greater or Grades 9-12 Chromebook	You are agreeing to purchase any required apps.		

## DEVICE PLEDGE FORM

### Parent Pledge:

I recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the devices. I also will take full responsibility for any damage that occurs to the device while the device is in my child's possession. I hereby give permission to allow my child to check out a device for the current school year.

### Photo/Video Release-Public Posting of Photographs/Videos:

The BBE Public School District may publish videos/pictures of the students in various school activities OR student work on the school's web page or other social networking sites (Facebook, Twitter, Instagram, Snapchat, School Website, or YouTube). Doing this would make the videos, pictures, and/or student work accessible to anyone on the Internet. First names will be used. Please contact the BBE High School or BBE Elementary School if you are opting out.

1. I will follow all of the policies and regulations included in the One-to-One Device Handbook while at school as well as outside of the school day.
2. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
3. I agree to return the device and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the BBE Device Handbook, the District Acceptable Use Policy, other applicable district policies and this pledge form.

Individuals who opt out of taking the device home for the summer must return the device and all the accessories to the BBE Tech Team at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BBE for any other reason must return their individual school device on the date of termination.