

**BIG SKY SCHOOL DISTRICT #72  
1:1 TECHNOLOGY HANDBOOK**

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**ACCEPTABLE USE OF TECHNOLOGY AGREEMENT STUDENT & PARENT ACKNOWLEDGMENT  
BIG SKY SCHOOL DISTRICT STUDENT PLEDGE FOR TECHNOLOGY USE**

## 1. Receiving & Checking In Your Device

### 1.1 Receiving Your Device

Devices and device chargers will be distributed this fall during Device Orientations. The following documentation must be completed prior to receiving your device:

- Parents & students must sign and return the Acceptable Use of Technology Agreement Student/Parent Acknowledgment.
- Student Pledge documents before the device can be issued to individuals.
- Master the Digital Citizenship and show certificate of completion.

### 1.2 Device Check-In

Devices and device chargers will be returned during the final week of school. If a student transfers out of Big Sky School District during the school year, the device will be returned prior to departure.

### 1.3 Check-In Fines

Individual school devices and device chargers must be returned during specified check-in times at the end of the school year. Students who transfer to an alternative school, withdraw, are suspended, expelled, or terminate enrollment at Big Sky School District for any other reason must return their individual school devices on the date of termination. If a student/parent/ guardian fails to return the device at the end of the school year or upon termination of enrollment, that student/parent/guardian will remain liable for the cost of the device similar to a band instrument, books, or other items loaned by the school. Furthermore, the student/parent/guardian will be responsible for any damage to the device, consistent with the District's Acceptable Use Agreement, and must return the device and device charger in satisfactory condition. The student/parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

## 2. Taking Care of Your Device

*Students are responsible for the general care of the device they have been issued by Big Sky School District. Devices that are broken or fail to work properly must be taken to the designated spot at each school site for an evaluation of the equipment.*

### 2.1 General Precautions

Students in Grades 9-12 are greatly encouraged to provide a cover for their devices. This cover should provide protection should the device be dropped from a desk or other surface while in use; a simple sleeve will not be sufficient.

- The device is school property and all users will follow the Acceptable Use of Technology Agreement and applicable Board policy and Big Sky School District Student Handbook.
- Only use a clean, dry soft cloth to clean the screen—do NOT use cleansers/liquids of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not applied by Big Sky School District. Students may not remove any labels applied by Big Sky School District.
- Students are responsible for keeping their device secured at all times and never left unattended. When not in your personal possession, the device should be in a secure, locked environment.

- Unattended devices will be collected and stored in the school's main office.
- Each student is responsible for his/her device both in and out of school, including extracurricular events. Costs associated with a lost, stolen or damaged device as stated in this Agreement apply to extracurricular events. It will not be the responsibility of the coach, bus driver, etc. to protect the devices during extracurricular activities.
- Each student is responsible for charging his/her device at home in preparation for each school day.

## 2.2 Carrying devices

Your device should always be in its case and carried securely when it is outside of a school bag. Please be cautious when placing books, folders, pens, pencils, and other items near or on your device. **Avoid placing too much pressure and weight on the screen.** We recommend using a bag with several pockets to keep these items separated. Always place your device on top of a stack of books.

## 2.3 Screen Care

- The device screen can be damaged if subjected to rough treatment.
- The screen is particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything inside your cover that will press against the screen.
- Only clean the screen with a soft, dry cloth, or anti-static cloth. Never use liquid cleansers.

# 3. Using Your Device

*Devices are intended for use at school each day. In addition to curricular expectations, school messages, announcements, calendars, and schedules may be accessed using the device. Students are expected to bring their devices to all classes, unless specifically instructed not to do so by a teacher.*

## 3.1 Devices Left at Home

If students leave their devices at home, they are responsible for completing course work as if they had their devices present. A few loaner devices may be available for check-out through your school's IT center; however, availability is not guaranteed.

## 3.2 Devices Undergoing Repair

Loaner devices may be issued to students when they leave their devices for repair to the designated spot at school, availability is not guaranteed.

## 3.3 Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. In cases of low batteries, students may be able to connect their devices to a power outlet in class during recess or lunch if a cord is available. Use of a loaner device is not allowed for an uncharged device.

## 3.4 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo (and should NEVER be found on any device). Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions according to School District Policy.

### **3.5 Sound, Music, Games, Social Media, and Programs**

- Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.
- Game play and social media are not allowed during school hours unless specifically connected to classroom curriculum, content, and activities as directed by a classroom teacher.
- Apps and digital content to support classroom learning will be provided by Big Sky School District.

### **3.6 Photos/Video/Audio Taken with device**

Photos, audio and video taken with the device are for educational purposes only. Students may not take photos/video/audio of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network storage area, or person is strictly forbidden. In addition, photos/video/audio taken with the device may not be used to slander, bully, or denigrate any student, staff member, or anyone on or off the campus at any time.

### **3.7 Video Messaging**

Video Messaging (Facetime, Skype, Google Hangouts, etc.) is deactivated. Video Messaging requires a sizeable amount of bandwidth and, therefore, can slow the school network. Any inappropriate use of video messaging services will result in disciplinary actions.

### **3.8 Printing**

Printing will be available at designated stations in each school. Students may also use printers in computer labs with teachers' permission during class or breaks.

### **3.9 Home Internet Access**

Students are allowed to connect to other wireless networks through their device settings. The same mobile device management software that monitors connections on all Big Sky School District networks will restrict allowable content. When the device goes home or to any other location and connects to the Internet, content will be filtered to the same levels as those in our schools.

## **4. File Management**

### **4.1 Saving Documents**

Students may save work on the devices in several ways (i.e. iCloud, SkyDrive, Google accounts, Dropbox). Storage space will be available on the device— BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Instruction on these techniques will be provided in classes. Device malfunctions are not an acceptable excuse for not submitting work.

- Privacy: Document storage on school systems is not to be considered private. Any messages stored on district systems are available for viewing should they be requested or if there is deemed to be the need to view them due to an investigation by administration. Documents can be scanned and flagged for inappropriate content.

### **4.2 Network Connectivity**

Big Sky School District makes no guarantee their network will be up and running 100% of the time. In the rare case the network is down, the District will not be responsible for lost or missing data.

### 4.3 Student Email

Students are assigned a district-provided email account through the district's Google Apps domain. This account restricts email communication, allowing only student-to-staff messaging to occur. No other email account should be used for school-related activities.

- Google: The email account provided to the student is created through the district's Google Apps domain, which is separate from Google. This domain is managed by the school district.
- Archiving: There is an archive of student emails kept for a designated period of time. If necessary, the District reserves the right to go into the archive to view messages a student has sent or received. Inappropriate use of the email system is prohibited and the student is subject to discipline according to District Policy.
- Privacy: The email system is not to be considered private. Any messages sent or received through the system are available for viewing should they be requested or if there is deemed to be the need to view them due to an investigation by administration. Messages are scanned and flagged for inappropriate content.
- Usage: Use of the email system for harassment, bullying, or any other inappropriate use is not allowed and will result in potential disciplinary actions up to and including loss of privileges and suspension or expulsion.

## 5. Software

### 5.1 Originally Installed Resources

All apps and digital content necessary for student use in Big Sky School District will be provided and must remain installed on devices in usable condition and be easily accessible at all times. The school may occasionally add apps and other digital resources for use in a particular course. Regular and periodic checks of devices will be made to ensure that students have not removed required apps in and content.

### 5.2 Additional Apps and Content

Students may not load extra apps on their devices.

### 5.3 Inspection

Students may be selected at random to provide their devices for inspection.

### 5.4 Procedure for Re-Loading Apps

If technical difficulties occur, the device will be restored from backup and data may be lost in the reprogramming/reimaging process.

### 5.5 Software Upgrades

Upgrade versions of apps are available from time to time. Students may be required to check in their devices for periodic updates and syncing.

## 6. Acceptable Use

*Use of Big Sky School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by Big Sky School District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled at Big Sky School District. This guide 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 policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. 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 appropriate and responsible use of the device. Suggested topics for discussion will vary per household, but may include Internet browsing, social media, gaming, time limits, and location of device use.
- Should you want your student to opt out of taking a device home, you will need to work with your building principal to indicate this and understand that your student is still responsible for meeting course requirements.
- At-home device use will be limited to the students currently enrolled in grades 9-12 within Big Sky School District.

### 6.2 District/School Responsibilities

- Provide Internet to its students at school.
- Provide Internet filtering of inappropriate materials.
- Provide network data storage areas. These will be treated similarly to school lockers. Big Sky School District reserves the right to review, monitor, and restrict information stored on or transmitted via Big Sky School District-owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in doing research/projects and help ensure student compliance of the Acceptable Use Agreement.

### 6.3 Student Responsibilities

- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to device/computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” 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.
- Evaluate all content for accuracy and quality obtained using their device.
- Help Big Sky School District protect our computer system/devices by contacting a staff person about any security problems they may encounter.
- Monitor all activity on their account(s).
- If an email or other communication is received containing inappropriate or abusive language or if the subject matter is questionable, report it to a staff person immediately.
- If you witness inappropriate use of a device such as viewing or transmitting materials that are obscene, offensive, threatening, or otherwise intended to harass/demean others you must notify a staff person.. A bystander who fails to report may be subject to disciplinary actions.

- Return the device and accessories to the designated collection point for the school at the end of each school year. Students who transfer to an alternative school, withdraw, are suspended, expelled, or terminate enrollment at Big Sky School District for any other reason must return the device and accessories on the date of termination.

#### **6.4 Student Activities Strictly Prohibited**

- Using devices for non-educational purposes during class times.
- Illegal installation or transmission of copyrighted materials.
- Any action violating existing Board policy, administrative rule, or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or websites selling term papers, book reports, and other forms of student work.
- Use of personal messaging services during school hours.
- Use of outside data disks or external attachments without prior approval from tech support.
- Changing device settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming/sending mass or inappropriate emails.
- Gaining access to accounts, files, and/or data other than your own.
- 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.
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, 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.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass/demean others.
- Bypassing Big Sky School District web filter or other security measures through a web proxy or other methods.
- Taking photos/video/audio of other students, staff or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network storage area, or person is strictly forbidden. Photos, video and audio taken with the device are for educational purposes only.

#### **6.5 Device Care**

- Students will be held responsible for maintaining their individual devices and keeping them in good working order.
- Device batteries must be charged and ready for school each day.
- Only labels or stickers approved by Big Sky School District administration may be applied to the device.
- Devices must be in a cover at all times.
- Devices that malfunction or are damaged must be reported to tech support as soon as possible. The school district will be responsible for repairing devices that malfunction. See Section 8 of this Agreement for costs to students and parents for damaged devices.
- Devices that are stolen must be reported immediately to Big Sky School District and the Police Department.

- Extreme temperatures (hot and cold) may be harmful to your device. Devices should be stored at room temperature at all times.

### **6.6 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements.
- Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is illegal. 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.
- Use or possession of hacking software is strictly prohibited and violators will be subject to applicable state or federal laws that may result in criminal prosecution or disciplinary action by Big Sky School District.

### **6.7 Student Discipline**

If a student violates any of the user terms and conditions named in this agreement, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement may be involved.

## **7. Protecting & Storing Your Device**

### **7.1 Device Identification**

Student devices will be labeled in the manner specified by the School District. Devices can be identified in the following ways:

- Record of serial number
- Big Sky School District barcode
- Student device name sticker

### **7.2 Storing Your Device**

- When not in use, devices should be stored securely.
- Nothing should be placed on top of a device when stored in a locker, desk, or bag.
- After initial instruction, students in Grades 9-12 are REQUIRED to take their devices home everyday after school, whether needed or not. Devices are not to be left in school lockers or HE lockers overnight. If devices are left at school, it is the student's responsibility to check them into a secure location designated by their school or teacher.
- Devices should not be stored in a student's family vehicle at school or at home.
- Extreme temperatures (hot and cold) may be harmful to your device. Devices should be stored at room temperature at all times.

### **7.3 Devices Left in Unsupervised Areas**

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer labs, locker rooms, library, unlocked classrooms, hallways, and unlocked lockers. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, including an unlocked locker, it will be taken to the school office. Repeat offenses may be subject to loss of privileges and/or disciplinary action.



## 8. Cost of Repairs

### 8.1 Costs for Damaged, Lost or Stolen Devices

- Students will be held responsible for ALL damage or loss to their devices and device chargers resulting from negligence or misuse. This includes accessories not covered by warranty including, but not limited to broken screens, cracked pieces, inoperability, etc. In the event of damage not covered by the warranty, the student and parent will be billed for the cost of repairs.
- Repairs must be made by a District-approved technician.
- The student will check in/check out a loaner device until repairs are made (unless damage is due to gross negligence, intentional destruction, or willful misconduct – administration will then determine device use for the student). Availability of a loaner device is not guaranteed.

#### Estimated Replacement Costs for Damages and Repairs:

Damaged, lost, or stolen device may cost up to \$799.00

Replacement cost for the provided device wall charger is \$30

Replacement cost for the keyboard cover (Surface Pro) is \$129

*District Device Protection Plan Highly Recommended*

## 9. Bring Your Own Device (BYOD)

Students in grades 11 and 12 have the opportunity to bring their own computer device for school use. Use of these devices will need to be pre-approved by the Technology Director. While on school property these devices will be monitored and all aspects of this handbook will need to be followed. This may include installation of school owned filtering software. Removal of required software, or attempting to use a personal device to bypass or harm school systems will result in loss of BYOD privileges and disciplinary action. While on school grounds devices are subject to inspection by school staff as if they are school property. Non-Approved personal devices of any kind, including Smartphones, tablets, or laptops will not be allowed to access the wireless network.

BYOD devices are not maintained by the Big Sky School District, and no warranties or repairs will be provided by the District for BYOD devices.

# ACCEPTABLE USE OF TECHNOLOGY AGREEMENT STUDENT & PARENT ACKNOWLEDGMENT

[A digital form will be sent from your teacher or you may print out, sign and return to your teacher](#)

## STUDENTS:

I have read and will abide by, Big Sky School District's Acceptable Use Agreement. I further understand that should I commit any violation my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

## PARENTS/GUARDIANS:

I have read and agree to assist my child in understanding and abiding by the Acceptable Use Agreement of Big Sky School District. I understand that access to District technology equipment and its entire system of electronic communication is designed for educational purposes and give permission for my child to use Big Sky School District Apps for Education. I also recognize some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for Big Sky School District to restrict access to all controversial and objectionable materials. I will not hold Big Sky School District responsible for the accuracy or quality of any materials acquired or viewed on its system by my child. I understand that improper or inappropriate use of technology equipment and the district system by my child may result in revocation of his/her technology privileges and the imposition of school discipline and appropriate legal actions.

I accept all financial and legal liabilities that may result from my child's use of the Big Sky School District equipment and technology system. I release Big Sky School District, its officers, employees, agents, representatives, and all organizations and individuals related to the Big Sky School District technology system from any and all liability or damages that may result from my child's use of the District's equipment and electronic communication system. I specifically agree to indemnify and hold Big Sky School District, its officers, employees, agents, and representatives harmless for any actions, claims, costs, damages, or losses, including, but not limited to, attorney's fees incurred by Big Sky School District relating to or arising out of my child's use of such equipment and system.

## DEVICE USE:

The student below has been issued a device in support of his/her education at Big Sky School District. The device and its content remain the property of Big Sky School District. The District's Acceptable Use Agreement fully applies to the use of this equipment both on and off school premises. Device settings have been adjusted for appropriate school use. These settings must not be altered, deleted or circumvented in any way. The District has provided digital content and resources for student use that must remain installed on the device and be easily accessible at all times. The student and parent/guardian agree to be responsible for the maintenance and care of the device and to return it when requested in the same condition in which it was received, except for normal and reasonable wear and tear. Devices may be inspected periodically to check for appropriate use.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ DATE: \_\_\_\_\_  
Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

## BIG SKY SCHOOL DISTRICT STUDENT PLEDGE FOR TECHNOLOGY USE

1. I will take good care of my device.
2. I will never leave the device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery daily.
6. I will keep food and beverages away from my device since they may cause damage to the device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by keeping it in a case at all times.
9. I will use my device in ways that are appropriate, that meet Big Sky School District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the device. I will not deface the serial number or device label on any device.
11. I understand my device is subject to inspection at any time without notice and remains the property of Big Sky School District.
12. I will follow the policies outlined in the device Acceptable Use Agreement while at school, as well as outside the school day.
13. I will immediately notify building administrators in cases of theft and vandalism.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the device and power cord in good working condition.
16. I agree to the stipulations set forth in the above documents including the device Acceptable Use Agreement; the Student/Parent Acknowledgment Form; and the Student Pledge for Technology Use.

Student Name:

Student Signature:

DATE:

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Parent Name:

Parent Signature:

DATE:

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*Individual school devices and accessories must be returned to the school at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Big Sky School District for any other reason must return their devices on the date of termination.*