

Richard H. O'Rourke Middle School

One-to-One Technology Handbook

Acceptable Use Policies and Guidelines

Regular student use of a laptop computer is becoming more and more necessary as educational resources, communication options, and productivity tools move online. For several years, BH-BL has provided, and will continue to provide students use of district owned chromebooks. All 6th grade and 7th grade students will be provided a chromebook that should travel with the student during the school day, stored in a proper bag for safe keeping. These chromebooks will be returned to the charging stations in homerooms at the end of the school day by students.

BH-BL 8th grade students will be issued a Chromebook laptop to be used both at school and home for the 2019-2020 school year. These high quality devices offer a rugged build designed for students. They have touch screen capabilities with a state-of-the-art EMR stylus. The flip design allows them to be used as a tablet or a traditional laptop. The device is BH-BL District property but students will **take their device back and forth from home to school for the 2019-2020 school year**. This device, provided in 8th grade, will be *their* device throughout high school.

Whenever students are using this device, they will be accessing the school network and all of its associated resources. That means that the computer will always pass through the CIPA (Children's Internet Protection Act) compliant district filters when it is being used. In effect, this is a "work computer" rather than a computer for recreational use. Users must follow district and school policies and procedures including the Acceptable Use Policy and the Responsible Use Guidelines outlined previously in the Student Code of Conduct. These same policies govern home use of school-issued Chromebooks. [Our Responsible Use Guidelines \(AR4526\) can be found here.](#)

NOTE: Please know that any time that a student logs into their school Google account (bhbl.net) their internet session will always be run through the CIPA compliant BHBL filter. This includes bhbl.net sessions from a private home computer. The BHBL filter cannot be disabled on a school issued computer. The filter can be bypassed on a private computer by logging out of the student's bhbl.net account.

We have identified a few important expectations for students:

- Students are expected to bring their Chromebooks to school fully charged. Chargers should be kept at home, as they are easily misplaced and can also easily damage the Chromebook in transit. Students should take care and precaution when inserting cables/cords into the device, to prevent damage. Students will be financially responsible for replacing lost/damaged chargers and stylus pens. Replacements will be available for purchase in the main office by mid-September.
- Students are not to borrow or use another student's Chromebook. If a device is not working, students should report to Room 202 for assistance.
- Students should take reasonable precautions to keep the Chromebooks safe and functional. This includes but is not limited to:
 - Making sure the Chromebook is never left unattended, or in an unlocked, unsupervised area.
 - The Chromebook should be kept in an impersonalized state. No stickers or permanent markings should be placed on the Chromebooks. Cases (provided by students) can be decorated with luggage tags, ribbons, identification (in provided insert space) and any other non-permanent modifications. Chromebook bags are also available for purchase.
 - In case of theft, an official theft report will be required. Students should see the Assistant Principal for additional information and assistance in this area.

- Student email
 - All students in grades 6-8 are issued a BH-BL email.
 - Students are responsible for messages sent from their accounts.
 - Student email is provided by the district and is district property. BH-BL reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system. This is necessary to keep students safe and prevent inappropriate use of the email system.

- General Internet use
 - Listening to music on a student device is subject to teacher or parent discretion.
 - Online gaming must be in support of the district's educational program and directed by teacher(s)/staff. All other gaming will be blocked and is prohibited.
 - Watching movies/YouTube videos on the device is only allowed with permission from a teacher or parent/guardian for educational purposes. All web content must remain school appropriate and will be filtered via the district's web filter.

Damage to Chromebook

- In the event of damage, students should notify the Assistant Principal or contact Mrs. Henderson (Room 202) so that the proper procedure can be initiated. Loaner Chromebooks will be available for sign-out while repairs are being conducted.
- Students will be financially responsible for accidental damage to their Chromebook. Insurance for the Chromebook can be purchased - paperwork and information regarding this insurance will be made available and distributed with the Chromebooks at the start of the year. While not required, purchasing insurance is encouraged as it covers the cost of most incidental damages. NOTE: If you have already purchased insurance for the 2019 - 20 school year, that will carry over to the
- Students who cause intentional damage to a Chromebook (theirs or that of another student), will be financially responsible for the damage and also face disciplinary action.

Data Privacy

BH-BL takes student data privacy very seriously. We comply with the Family Educational Rights and Privacy Act (see Policy P5500) and U.S. Department of Education Regulations (see Education Law 2-d) for student data privacy. All software and third-party applications that we use, including any software accessible by the student issued laptops are evaluated through multiple sources for compliance with student data privacy regulations by our district Data Privacy Officer. We are members of RIC One Data Privacy Service, the NY Schools Data Analysis Technical Assistance Group ([DATAG](https://www.common sense.org)), and the Privacy Evaluation Initiative Consortium (<https://www.common sense.org>). All of these organizations help us to put steps in place to safeguard student privacy. More information on BH-BL's student data privacy policies can be found at <http://www.bhbl.org/ParentResources/studentdataprivacy.cfm> .

We ask that both parents and students sign the acknowledgement below, and hand to their homeroom teacher on the first day of school. **No Chromebook will be issued to a student to take home until the form is returned.**

Dear Parent/Guardian and _____
 (Print Student's Name)

Your signatures below indicate that you have read and understand the Burnt Hills-Ballston Lake O'Rourke Middle School One-to-One Technology Handbook & Responsible / Acceptable Use Policies and Guidelines for the 2019-2020 school year.

Student Signature	Date	Parent/Guardian Signature	Date
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