



# **Student/Parent Handbook**

**2019 - 2020**

**Brazosport Independent School District  
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# TABLE OF CONTENTS

<b>OVERVIEW</b>	<b>3</b>
<b>DAMAGE ASSESSMENT CHART WITHOUT INSURANCE</b>	<b>4</b>
<b>LOST OR DAMAGE DEVICE OR ACCESSORIES</b>	<b>4</b>
<b>TABLE OF ESTIMATED REPAIR / DAMAGE COSTS</b>	<b>5</b>
<b>DAMAGE ASSESSMENT CHART WITH INSURANCE</b>	<b>6</b>
<b>INSURANCE</b>	<b>7</b>
<b>RECEIVING YOUR CHROMEBOOK</b>	<b>8</b>
<b>RETURNING YOUR CHROMEBOOK</b>	<b>8</b>
<b>TAKING CARE OF YOUR CHROMEBOOK</b>	<b>9</b>
<b>USING YOUR CHROMEBOOK AT SCHOOL</b>	<b>10</b>
<b>USE OF STUDENT DEVICE ON DISTRICT NETWORK</b>	<b>12</b>
<b>INTERNET SAFETY</b>	<b>12</b>
<b>NO EXPECTATION OF PRIVACY</b>	<b>13</b>
<b>STUDENT / PARENT DEVICE SIGNATURE PAGE</b>	<b>16</b>

# OVERVIEW

The focus of the EmpowerED program in BISD is to provide equipment and resources that meet the needs of today's students.

The EmpowerED Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills

The information within this document applies to the EmpowerED program for students that attend Brazosport ISD. Please note that teachers may set additional requirements for use in their classroom.

### *Damage Assessment Chart Without Insurance*

<b>Issue</b>	<b>Action(s) Necessary</b>	<b>Damage Fee</b>
1st occurrence	Loaner device is issued and damage fee is applied to student account	\$25
2nd occurrence and any additional occurrence	Student may lose option to take any device home and repair / replacement fees are applied to the student account. Loaner device may be issued for use at school only.	Full repair/replacement costs
What happens if a student does not pay the damage fee(s)?	All repair / replacement costs are applied to student account. A hold may be placed on the student's account potentially jeopardizing participating in certain school activities and graduation.	Full repair/replacement costs
Loss	A report must be made immediately to teacher and/or campus administration.	Replacement cost; Optional insurance does not cover loss.
Theft	A report must be made immediately to teacher and/or campus administration and a police report MUST be filed with the BISD or local police departments and returned to campus administration within 72 hours.	If a police report is filed and returned to campus administration by the student and/or parent/guardian within 72 hours, the replacement fee may be waived. If no police report is returned, it is considered a loss and the student is responsible for the replacement cost of the device. Optional insurance does not cover theft.

## **LOST OR DAMAGED DEVICE AND ACCESSORIES**

- A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged are the responsibility of the student and parent involved in the loss of property.
- The user may be given a loaner device or accessory as available to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

***Table of Estimated Repair/Damage Costs***

<b>Loss, Damage, or Neglect*</b>	<b>Repair/Replacement Costs* (prices as of June 2018, subject to change)</b>
Replacement of Chromebook (based on model)	\$260.00 -\$313.35
Broken Screen	\$130.00 -\$160.00
Power Adapter/Charger	\$17.95
Keyboard and Touchpad	\$64.00
Security Tag	\$8.00

\*The costs of any other parts needed for repairs will be based on manufacturer’s current price list.

If at any point during the school year there is damage, loss, or theft of a Chromebook, the student and/or parent/guardian must contact the teacher and/or campus administration immediately. For more information please refer to the Damage Assessment Chart on page 4.

- Any technical issue with the device must be brought to the attention of technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, such as manufacturer defects or software issues.
- Any hardware/software repairs due to loss, damage, or neglect will result in a fine. Fines will be imposed in accordance with the Damage Assessment Chart on page 4.
- Repeated damage, theft or loss may result in student loss of privileges in accordance with Damage Assessment Chart on page 4.
- The District reserves the right to disable the device remotely to protect the device and/or data on the device.

Failure to comply at all times with the Brazosport Independent School District’s EmpowerED Student/Parent Handbook and Student AUA may terminate your rights of possession effective immediately.

### *Damage Assessment Chart With Insurance*

<b>Issue</b>	<b>Action(s) Necessary</b>	<b>Damage Fee</b>
1st occurrence	Fees deducted from insurance, loaner/replacement issued, device repaired and issued back	full repair/replacement costs deducted from Insurance
2nd occurrence and other occurrences	Continue as normal until all insurance funds are exhausted. If funds are exhausted, student may lose option to take any device home until all fees are paid. Loaner device may be issued for use at school only.	full repair/replacement costs deducted from Insurance or full repair / replacement costs
What happens if a student does not pay the damage fee(s)?	All repair / replacement costs are applied to student account. A hold may be placed on the student's account potentially jeopardizing participating in certain school activities and graduation.	Full repair / replacement costs
Loss	A report must be made immediately to teacher and/or campus administration.	Replacement cost; Optional insurance does not cover loss.
Theft	A report must be made immediately to teacher and/or campus administration and a police report MUST be filed with the BISD or local police departments and returned to campus administration within 72 hours.	If a police report is filed and returned to campus administration by the student and/or parent/guardian within 72 hours, the replacement fee may be waived. If no police report is returned, it is considered a loss and the student is responsible for the replacement cost of the device. Optional insurance does not cover theft.

# INSURANCE

Brazosport Independent School District is self-insured; so please help us keep premiums low by taking very good care of the Chromebook. This insurance is for accidental damage only. Intentional damage, theft or loss is not covered. The provisions in this policy restrict coverage. Please read this policy to understand your family's rights and responsibilities and what is covered.

## Costs

- Yearly premium of \$15. This premium is good for one school year, one device.
- If you owe a technology fee, you are not eligible to purchase insurance until all technology fees are paid.
- If you purchase insurance online and owe a technology fee, your payment is applied to the fee first. All technology fees must be paid to be eligible for insurance. To see if you owe a technology fee contact your campus Main Office or Campus Technician.
- If you choose not to purchase insurance, the first repair is \$25. Any additional repairs would be the responsibility of the student/parent at full cost.
- Devices are not covered until insurance premium is paid in full.
- The district staff has the final say in determining insurance and repair situations.
- No refunds will be issued.
- Insurance premiums are due prior to receiving chromebook.

## Covered Equipment

- The insurance covers any and all breakage up to the replacement cost of the device.
  - For example, if the original cost of the device was \$260 the insurance would cover \$260 worth of repairs or replacement. Anything beyond \$260 would be the responsibility of the student/parent.
- There will not be an additional premium for the use of a Chromebook loaner. Your child's yearly \$15 premium covers their original Chromebook and any other Chromebook issued to your child for the current school year (up to the dollar value of the originally issued chromebook).
- Insurance is purchased once per school year. If a student receives a replacement device after damage has occurred and cost of damages are equal to or exceed the original cost of the device, the insurance plan is exhausted. Cost of damages to any device issued to the student will be the responsibility of the student/parent.
- Chargers: Chromebook chargers that are damaged or broken are not included in the insurance coverage and will be replaced at cost (currently \$17.95) for each occurrence. If a charger tip breaks off inside the Chromebook and cannot be removed, there will be a replacement charger fee and/or repair charges, if applicable.

## **Exclusions**

Brazosport Independent School District will not pay for loss or damage caused by or resulting from the following:

- Intentional damage, theft or loss.
- Loss/damage caused by using a charging device other than the District-issued charger.
- Dishonest, fraudulent, or criminal acts.

## **Claim Procedures**

- Go directly to your school's Tech Spot.
- The Technology Department will examine the Chromebook to determine if there is a qualified insurance claim.
- If there is a claim, the computer technician will fill out the appropriate paperwork and inform the office staff. The Campus Technician will give the student an invoice of the damages.
- Once the claim is in process, a loaner/replacement will be issued to the student.

## **RECEIVING YOUR CHROMEBOOK**

- Chromebooks will be distributed each fall or upon completion of enrollment for new students.

## **RETURNING YOUR CHROMEBOOK**

- Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Student AUA.
- Under standard operating procedures Chromebooks will be returned each calendar year. You will be notified by your campus administrator prior to turn in deadlines. If a student transfers out of Brazosport ISD during the school year, the Chromebook, Chromebook Charger, and any other peripheral devices/tools provided will be returned at that time.
- Students who withdraw, are expelled, or terminate enrollment at a school in Brazosport ISD for any other reason must return their individual Chromebook, Chromebook charger, and any other peripheral devices/tools provided on the date of termination of their enrollment.
- If a student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment in a Brazosport ISD school, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Chromebook, Chromebook charger and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger and any



other peripheral devices/tools provided will result in a theft report being filed with the Brazosport ISD Police Department.

- The student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook **Damage Assessment Chart** and must return the Chromebook and accessories to Brazosport ISD in good working condition.

## TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the TechSpot for an evaluation of the equipment. Never try to repair the Chromebook yourself or have someone outside the BISD technology department work on it, as this could void the warranty and cause you to incur additional charges. Take your Chromebook to the TechSpot as soon as possible if needed for repairs.

### General Precautions

- The Chromebook is school property and all users will follow the policy in the Student Code of Conduct in the section labeled Student Acceptable Use Agreement (Student AUA).
- Do not loan devices to other students.
- Do not borrow a device from another student.
- Do not share passwords or usernames.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels unless added and/or provided by Technology staff. Spot checks for compliance may be done by administrators or teachers at any time.
- No food or drink is allowed next to your Chromebook.
- Vents cannot be covered.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must have a Brazosport ISD inventory tag on them at all times and this tag must not be removed or altered in any way. If the inventory tag is removed, disciplinary action may result. There will be an \$8 fee to replace the missing/damaged inventory tag.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are expected to bring completely charged Chromebooks to school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- While BISD does not provide Chromebook cases or covers, they are highly recommended and will often protect devices from expensive repairs. Most covers are cheaper than the cost of repairs.

## **Unauthorized Access and Damaging Another Student's Chromebook**

- Access to another person's account, device or computer without their consent or knowledge is considered hacking and is unacceptable (refer to Student AUA).
- The owner of the device is responsible for all damages on that device. If a student damages or breaks another student's Chromebook and/or charger the student who owns the device will be responsible for all expenses related to repairs or replacement of the Chromebook and/or charger.

## **Screen Care**

The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not grasp screen by wrapping your hand around the screen, your thumbs could shatter the screen.
- Do not lean on top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any cleaning solvents.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. It may break the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

## **USING YOUR CHROMEBOOK AT SCHOOL**

Chromebooks are intended for use at school each day. Students are expected to care for and keep up with the Chromebook throughout the school day.

### **Digital Citizenship**

- Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, future college, or employers to see.
- Follow the district's Responsible Use Guidelines when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way and 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 birth dates, and pictures. Do not share your password with anyone.
- 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 people's work, including pictures, into your own without proper permissions granted. Cite all sources.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using another's identity.
- If you encounter inappropriate material online while on school district property that makes you feel uncomfortable, or is not respectful, report it to your teacher or school administrator.

## **Charging your Chromebook**

- Students should bring a fully charged Chromebook to school each day.
- It is recommended that the Chromebook is properly charged each evening.
- In cases where the use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

## **Photo Library**

- Inappropriate media should not be on the device.
- The Chromebook should not be used to take photos, post them online and manipulate them in a way that violates your Student AUA.

## **Music, Videos, Games, Apps, Extensions, or Programs**

These guidelines must be followed in accordance with the Student AUA. Please note this is not an all inclusive list.

- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the District's Internet Service Provider's terms of service and could lead to limitation or suspension of the District's Internet service.
- Purchased, legal personal media is allowed on the device.
- Parents should set expectations for appropriate apps, content, music and videos on their student's device.
- Inappropriate content will not be allowed on devices.
- Apps rated 17+ or games with an ESRB rating of Mature are not allowed on student devices. 17+ rated apps, R & NC-17 rated movies, TV-MA rated content and Explicit Content are not allowed on student Chromebooks.
- Any violation of this policy may result in disciplinary action.

## **Deleting Files / Apps / Extensions**

Do not delete or move any apps, extensions, folders or files that you did not create or that you do not recognize. Deletion of certain files or apps will interfere with your ability to complete certain coursework and may affect your grades.

## **Chromebooks Left At Home**

- If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present.

- If a student leaves their Chromebook at home for two consecutive days the teacher may make an effort to verify possession of the assigned Chromebook.

### **Chromebooks Undergoing Repair**

If a Chromebook needs repair, the student will take the Chromebook to the TechSpot. If a loaner / replacement Chromebook is available one will be checked out to the student. The student will be responsible for any damage or loss to the loaner/replacement Chromebook while it is in their possession.

### **Terms of Agreement**

Unless earlier terminated by the District, your right to use and possession of the property terminates upon withdrawal from the District.

## **USE OF STUDENT DEVICES ON THE DISTRICT NETWORK**

Brazosport ISD is committed to the importance of a student being able to continue with his/her work when his/her device is experiencing problems. To assist with this problem the District is providing the following:

## **MANAGING FILES AND SAVING WORK**

### **GSuite for Education**

- Chromebooks seamlessly integrate with the GSuite for Education suite of productivity and collaboration tools. This suite includes Google Docs, Sheets, Slides, Drawings, and Forms.
- All work is stored in the cloud, online.

### **Chrome Apps and Extensions**

- Students are allowed to install appropriate Chrome apps and extensions from the recommended collection of the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material may result in disciplinary action.
- Some apps will be available to use when the Chromebook is not connected to wifi.

## **INTERNET SAFETY**

There are many sites on the Internet that can be potentially dangerous to minors. Every effort is made to block these sites with the District content filter while students are working online in school in accordance with CIPA laws. No internet filtering device (including BISD's) is 100% effective. The District can make no guarantee that all inappropriate content will be filtered. New internet sites and proxies are created every day preventing filtering devices from capturing or blocking all inappropriate sites. Students are in violation of district policy if they access these sites through proxies or by removing BISD profiles.

BISD will provide off site filtering for Chromebooks utilizing the District content filter. Parents will need to continue to monitor home Internet access.

## **HOME INTERNET ACCESS**

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- There are some apps that allow for offline access. Students must ask their teacher how to use this feature.
- Unfortunately, BISD personnel cannot help with the setup or maintenance of your home wifi. Please contact your home internet provider for assistance.

## **NO EXPECTATION OF PRIVACY**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, 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 student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### **Webcam Security**

- BISD Technology Staff does not have the ability to remotely access and control the built-in Chromebook webcam.
- There are many third party, web-based applications that can allow camera access to the Chromebook. Please always monitor your child's activity closely and/or cover the camera with an Online Privacy Sticker.

### **Monitoring Software**

- Teachers, school administrators, and the technology staff may use monitoring software that allows them to view the screens and activity on student Chromebooks while at school.

### **Downloaded Files**

- All pictures, materials and documents downloaded onto the Chromebooks are the property of BISD.
- Personal portable storage devices (jump drives, flash drives, etc.) may be attached to a district Chromebook. Data on the personal portable storage device is subject to review, inspection and confiscation by the Chief Operations and Technology Officer or other district personnel.

**BISD EmpowerED PROGRAM**  
**STUDENT/PARENT DEVICE SIGNATURE PAGE**

**Student Pledge for Chromebook Use:**

I agree to the following conditions:

- I will follow all of the policies and regulations included in the EmpowerED Handbook and the Brazosport ISD Student AUA while at school as well as outside of the school day.
- I will file a police report in case of theft, vandalism, and loss of device within 72 hours.
- I agree to return the District Chromebook and charger in good working condition by any requested deadlines, if I am removed to an alternative education placement center, or withdrawn from BISD.

**Parent Pledge:**

I recognize that it is my responsibility to restrict access to all inappropriate materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child outside of district property.

- I hereby give permission to allow my child to check out a Chromebook for the current school year.
- I will assume full responsibility for any harmful or illegal content on the Chromebooks. I also will take full responsibility for any damage that occurs to the Chromebook while the device is in my child's possession in accordance with the Damage Assessment Chart.
- I understand that I assume financial responsibility for any damages that occur to my student's Chromebook even if damages occur from another student.
- I understand that this Chromebook is designated for educational purposes and therefore my child's actions may be cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility if my child loses a Chromebook or charger.
- I understand that the Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.
- I have read and understand the EmpowerED handbook / Student AUA.

If my student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided as requested or upon termination of enrollment in a Brazosport ISD school, my student may be subject to criminal prosecution or civil liability. My student will also pay the replacement cost of the Chromebook, Chromebook charger and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger and any other peripheral devices/tools provided may result in a theft report being filed with the Brazosport ISD Police Department or your local police department.

***Individual school Chromebook and accessories must be returned to the Technology Department when requested. Students who withdraw, are suspended or expelled, or terminate enrollment at BISD for any other reason must return their individual school Chromebook and charger on the date of termination.***

BISD offers **OPTIONAL** insurance for Chromebooks. The cost is \$15 a year per device. Insurance fees are due at issuance of device(s) and coverage is effective immediately. *(Please review insurance guidelines beginning on page 4).*

**Additional videos on chromebook are located on the EmpowerED site at [www.brazosportisd.net](http://www.brazosportisd.net)**

# *EmpowerED Acknowledgement*

## 2019-2020

We accept responsibility for accessing the EmpowerED handbook by visiting the Web address at [www.brazosportisd.net](http://www.brazosportisd.net). We understand that hard copies of the EmpowerED Handbook are available at all main offices on each BISD campus if access to the web is not an option.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their device. I understand that the use of the District's Chromebook is a privilege and violations of these policies and regulations will be subject to the disciplinary / legal actions outlined in the EmpowerED handbook and Student AUA agreement. If I have any questions regarding this handbook, I should direct those questions to the campus administration or a technology staff member at my home campus.

Failure to sign and return this form does not exempt me/us from compliance with laws, policies, rules and regulations of the State of Texas and of Brazosport Independent School District.

**Prepaid insurance can be purchased at the following website:**

**<https://brazosport.revtrak.net/district-fees/#/v/bisd-chromebook-insurance> or at your home campus.**

Student Name (Please Print)

Grade

Campus

Student Signature

ID#

Date

Parent/Guardian Signature

Date