



# BIRMINGHAM PUBLIC SCHOOLS

## TECHNOLOGY USE EXPECTATIONS AND RESPONSIBILITIES

### 1:1 INITIATIVE GOALS

Expanding technologies to take students and staff beyond the confines of the classroom, and provide opportunities for enhancing, extending, and rethinking the learning process.

Our goal in providing digital resources is to promote educational equity and excellence throughout the District so students can acquire the skills and knowledge to learn effectively, collaborate efficiently, communicate creatively and live productively in a digital world.

### LAPTOPS ISSUED TO 6-12 GRADE REMINDERS

- Students are the only authorized user for their assigned District Laptop.
- Students may not share or trade their laptops or other District Technology with others.
- Use of your district's laptop is not private, and the district reserves the right to monitor and apply filters to ensure the laptops are used in a safe and responsible manner consistent with the district's code of conduct and expectations.

### SOFTWARE APPS

- Classlink Account
- Google Account
- Office 365 Account
- Schoology Account
- Additional Curriculum Related Accounts

### WHAT'S IN THE BOX?



- 1 Laptop (**2 in 1 Dell 3310**)
- 1 Power brick with power cord
- 1 Protective Case

### DEVICE CARE

Students and their parents or guardians must take reasonable care to protect and properly use District Technology at all times. This includes but is not limited to the following actions.

- District Technology must **not** be personalized with markers, stickers or other similar materials.
- District applied labels, asset tags and other identifiers **may not** be removed .
- Food and drink should not be used near computers or other District Technology.
- Removal or changing of the physical structure is prohibited.(ie.removing/changing keys,casing, etc.)
- District Technology should not be left in automobiles, as they cannot tolerate extreme heat or cold and may become damaged.



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- Protective cases should remain on District devices at all times.
- District Technology should never be left unattended.
- Students should report any needed repairs to their building's TOA.

### EXPECTATIONS FOR USE

Exercise good judgment and discretion when using digital resources and users will accept full responsibility for all actions performed under their user login.

### USE TECHNOLOGY...

- To complete educational tasks and seek academic excellence.
- To support academic research.
- In a manner consistent with the educational objectives of the District.
- In a manner consistent with BPS Student Code of Conduct, Board Policy and Guidelines and federal, state and local laws and ordinances.

\* **Offline** behavior expectations also apply to online conduct.

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*(ie.removing/changing keys,casing, etc.)*

### DISTRICT LAPTOPS...

- should not be left in automobiles, as they cannot tolerate extreme heat or cold and may become damaged.
- Protective cases should remain on your laptop at all times.
- should never be left unattended. Students should lock their laptop when not using it.*(Close the lid)*
- Should be charged at home with supplied power supply.
- Students should report any needed repairs to their building's TOA when they happen.

### RESPECT AND PROTECT...

- Privacy of self and others.
- Hardware, software, and network resources.
- Intellectual property rights.





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### **SAFETY AND SECURITY PRACTICES**

- Never reveal names, addresses, phone numbers, or passwords of yourself or others while communicating on the Internet.
- Do not transmit pictures or other information that could be used to establish your identity.
- Never agree to get together with someone you "meet" online without prior parent approval.
- Do not share your account information (password) with anyone.
- Never use another student or staff account.
- Avoid accessing sensitive information while using public wifi.
- Avoid opening unfamiliar links, attachments and other potential harmful materials.

### **NETIQUETTE: RESPECTFUL, ETHICAL, AND RESPONSIBLE ONLINE BEHAVIOR**

1. Communicate in ways that are kind and respectful.
2. Report threatening or inappropriate materials to a teacher or administrator.
3. Never access, transmit, copy, or create material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).

4. Never access, transmit, copy, or create material that is illegal (such as pornography, stolen materials, or illegal copies of copyrighted works).
5. Refrain from distributing private information about others or yourself.
6. Comply with copyright laws and software licensing agreements
7. Cite sources when using others' work (not plagiarizing).
8. If you see a message, comment, image, or anything that makes you concerned for your personal safety or the safety of another, bring it to the attention of an adult (parent, teacher, administrator)

### **INAPPROPRIATE USE AND VIOLATIONS OF EXPECTATIONS**

Violations of this agreement may have disciplinary repercussions. Possible consequences include but are not limited to :

- Suspension or restricted use of network, technology, or computer privileges.
- Notification to parents.
- Detention or suspension from school and school-related activities.
- Legal action and/or prosecution.
- Assignment of violation-related learning, course work, research or related project.



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### **ACCEPTABLE USE**

- Following the same guidelines for respectful, responsible, and ethical behavior online that is expected offline.
- Treating school resources carefully, and alerting staff if there are any problems with their operation.
- Alerting an adult if/when threatening, inappropriate, or harmful content (images, messages, and posts) display.
- Communicating in ways that are kind and respectful.
- Using school technologies at appropriate times, in approved places, for educational pursuits.
- Citing sources when using online sites and resources for research.
- Being cautious to protect the safety of yourself and others.

### **UNACCEPTABLE USE**

- Attempting to find inappropriate images or content.
- Using profanity, obscenity, or language that is offensive or threatening.
- Recording anyone without their consent.
- Destruction, alteration, or unauthorized access of hardware, software, or firmware.
- Plagiarizing.
- Allowing others to use personally issued property, accounts, etc.
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or harass another individual. (cyberbullying)
- Any actions that would violate the BPS Student Code of Conduct and state, local and federal laws/ordinances.