

**BIBB COUNTY SCHOOL DISTRICT
STUDENT/PARENT**

Device Handbook



DEVICE PURPOSE, QUALIFICATIONS, AND ACCOMMODATIONS

Purpose

The Bibb County School District offers students access to a variety of technological resources to complement instruction and to encourage creativity, collaboration and communication. The purpose of the Program is to expand this access by providing each student with a digital device during an academic year for use at school and, in some grade levels, at home.

Qualifications

A student who is in Grades 5-12, or any student choosing virtual school is eligible to check out a district-owned mobile device. To maintain use of the device, students must comply with the rules and expectations identified in the Student/Parent Device Handbook and the Bibb County School District's Technology Usage Policy (Board Policy JCDBB), as the same exist now or are later amended. Any failure to comply with these rules and expectations may suspend or terminate the student's qualification for use of a device and its accessories (charging cable, charging adapter, carrying bag).

The legal title to the device and its accessories belongs to the Bibb County School District and shall at all times remain as such. The student/parent/guardian's temporary rights of possession and use are limited to, and conditioned upon, full and complete compliance with the exceptions detailed in the Student/Parent Device Handbook and the Bibb County School District Technology Usage Policy, as the same exist or are later amended. Because a device is the property of the school district, it is subject to monitoring and content searches at any time. There is no expectation of privacy whatsoever in the use or data stored on a device.

A device issued by the Bibb County School District (BCSD) has been assigned a unique identification code, which is indicated by a serial number affixed to the device. This identification code is one method used to track a device; the device will also be tracked electronically. The device and its accessories shall remain the property of BCSD. Students will make the device and its accessories available to BCSD faculty for necessary inspection, physical maintenance, and software maintenance at any time.

Devices and their accessories will be distributed once the student and parent (or guardian) have:

- Read, agreed to, and signed the Bibb County School District's Technology Usage Policy and the Parent/Student Device Handbook (this document).

Special Accommodations

It is the belief of the Bibb County School District that every student should be granted equal access to resources provided by the school district. It is not the district's recommendation that a student be restricted access to any learning resources granted to all other students. However, if the student's parent (or legal guardian) believes circumstances call for a student to have restricted access to the use of the mobile device outside of school hours, a written request by the student's parent must be submitted to the school principal or designee. Once the request is approved, arrangements will be made to store the student's laptop at school after school hours. In such cases, devices must be turned in to the designated location (classroom, library, office) at 3:15 p.m. each afternoon and picked up in designated location (classroom, library, office) before school begins the following day. Devices not turned in by 3:15 p.m. will become the responsibility of the student/parent.

DEVICE CONTENT, FILTERING, AND PRIVACY

Content

The Bibb County School District will provide the necessary programs and applications needed for course materials and assignments. BCSD may push updates to student devices each time they are logged on to the district's network. Students are not allowed to download unauthorized software programs or add-ons. BCSD does not allow students to alter the integrity of a device. Downloading illegal software to a device may result in disciplinary action, and/or the suspension/termination of the student's use of a device and its accessories.

Internet Filtering

Internet filtering is set to function at any time a student accesses the Internet - both in and out of school. However, no content filter is capable of preventing all access to all online content that is not school-related and/or inappropriate; therefore, the user assumes responsibility for information accessed on a device and is bound by the terms and conditions of the BCSD Technology Usage Policy. Violating this policy may result in disciplinary action, and/or the suspension/termination of the student's use of a device and its accessories.

Privacy

No right of privacy exists in the use of a device. Files and content downloaded, created, transmitted and stored on a device are not private and shall be subject to inspection, adjustment, removal, and/or deletion by BCSD personnel. To ensure compliance with BCSD board policy, the Bibb County Schools Technology Usage Policy for Students, BCSD personnel may monitor all files, communications, and online activities of individuals who access a device.

Be advised that the BCSD may be required to disclose information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board of education, as a response to a public records request or as evidence of illegal activity in a criminal investigation. Additionally, any writings that indicate a student might be subject to harming themselves or someone else will be reported to officials and civil authorities. Again, there is no expectation of privacy with respect to the use of a device.

District Policies and Procedures

Board of Education Policies and Bibb County School District procedures that are relevant to use of technology devices include but are not limited to the following:

JCDA	Student Code of Conduct
JCDBB	Bibb County Schools Technology Usage Policy for Students
JN-2	Bibb County Schools Anti-Harassment Policy
JTB	Bibb County Virtual School Policy

DEVICE RESPONSIBILITIES, AND PRECAUTIONS

Responsibilities

- Keep the device and its accessories (charging cable, charging adapter, carrying bag) in a secure, supervised area.
- Bring the device to school or class each day.
- Fully charge the device before arriving to school or class each day.
- Back up data and other important files regularly to Google Drive.
- Ensure that the device will receive secure storage if you have it at school related activities, performances, sporting events, etc.
- Carry the device in the carrying bag at all times.
- Insert charging cables and USB devices carefully to avoid damage.
- Handle the device with care in the classroom and during transportation.
- Clean the device screen with a soft, nonabrasive, microfiber cleaning cloth.
- Clean the carrying bag with a soft cloth.

Precautions

- Do not clean the device with liquid cleaning products.
- Do not leave the device unattended.
- Safeguard accessories at all times.
- Do not let other students borrow the device or its accessories.
- Avoid leaving the device in a vehicle.
- Do not leave the laptop outside.
- Avoid allowing pets in close proximity to the device.
- Avoid eating or drinking in close proximity to the device.
- Do not use the device near water such as a pool, tub or shower.
- Do not place heavy objects on the device.
- Do not lean or push on the device.
- Do not check the device as luggage at the airport.
- Do not place pencils, paper, or other objects on the device keyboard.
- Do not place pencils, paper, or other objects in the device or in the device section of the carrying bag.



DEVICE DAMAGE, LOSS, AND REPAIRS

In General

By taking possession of a device and its accessories, the student and parent(s) (or legal guardian(s)) agree to assume full responsibility for the safety, security, care, and proper use of a device and its accessories.

A Device Protection Plan is required with respect to the mobile devices, which should assist the student and parent(s) or legal guardian(s) by providing for the replacement and repair of damaged, stolen, or lost devices. However, whether coverage will apply in a particular case will depend on the facts of each individual situation. There will be an amount required to be paid by the student/parent/guardian. The school system will determine, in its sole discretion, the amount required of the student/parent/guardian. The Device Protection Plan is described in more detail on Page 7.

Damage

In case of damage to a device caused by accident, fire, or flood, the student/parent/guardian agrees to assume full responsibility for the damaged device, to the extent that the same is not covered in the Device Protection Plan.

Damage to a device must be reported within 24 hours to the school principal or designee. Not reporting damage or failing to report damage in the timely manner will increase the likelihood that the damage is not covered by the Device Protection Plan, and result in a financial obligation for the student/parent/guardian in the amount of repair costs for the damaged property. _____

Loss

In a case of complete loss of a device, through liquid damage, theft, loss, or other cause, the student/parent/guardian agrees to pay the replacement cost for a device as identified by the school district, to the extent that the same is not covered by the Device Protection Plan. This may result, for example, in responsibility for the full replacement cost or the claim fee. In the case of a loss or theft occurring on school grounds, the student/parent/guardian must report the incident to the principal or designee on the day of the occurrence. In the case of loss or theft occurring away from school grounds, the student/parent/guardian must report the incident to the law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the school principal or designee within one school day of the occurrence.

Failing to report loss or theft in the manner described here will increase the likelihood that the loss will not be covered by the Device Protection Plan, and in a financial obligation for the student/parent/guardian for the full responsibility for the loss of the laptop and the corresponding financial obligation for the replacement costs of the lost property. The school system will determine, in its sole discretion, the amount required of the student/parent/guardian (the amount, for example, of any deductible or replacement cost) with respect to any complete loss.

Once a copy of the report of loss has been given to the school system and the student pays the claim fee and/or the amount determined by the school system, the student will be issued another device. In order for a device to be replaced due to theft, all procedures mentioned above must be adhered to and the claim fee must be paid under the school Device Protection Plan policy.

A student/parent/guardian is responsible for the cost of replacement of a lost device if the loss of the property is not reported as stated herein, or a device is lost as the result of handling, storing, or using in a manner not in compliance with the "Device Responsibility" section.

Loss or Damage to Accessories

A Student/Parent Device/guardian is fully responsible for the replacement cost of any device accessories (charging cable, charging adapter, carrying bag) damaged or lost while in their possession. Replacement costs of

the accessories are based on the price for which the Bibb County School District purchases replacement accessories from 3rd party vendors.

Damages or Loss Caused by Bad Acts/Vandalism

Students/parents/guardians may be held fully responsible for damages or loss caused by dishonest, fraudulent, intentional, negligent, or criminal acts, including but not limited to altering the operating system, altering the physical device and the removal of the Bibb County School District provided identification code. This may include the suspension or termination of the student's ability to use a device and its accessories, disciplinary action against the student, and/or legal action against the parent (or legal guardian(s)). State law provides that parents, custodians, and guardians are responsible financially for their minor child's destructive acts against school property or persons (Alabama Code - Section 16-1-24).

Repairs only by School District

Although students/parents/guardians are responsible for the costs of any repairs to a mobile device (to the extent that the protection plan does not apply), the Bibb County School District is responsible for arranging for the performance of any and all repairs to a mobile device. Students and parents (or legal guardians) may not and should never attempt to repair a device themselves or through any party other than the school district.

DEVICE RETURN

Return

Devices and their accessories will be returned during the final week of school unless otherwise instructed by school officials. If a student withdraws or is expelled from the Bibb County School District, a device will be returned at that time.

Failure to Return

A student failing to return a device and/or its accessories at the end of the year or before his or her departure from the Bibb County School District may be subject to criminal prosecution or civil liability. The student's parents (or legal guardians) may also be subject to liability. School records may be held until the issue is resolved and a theft report will be filed with the local authorities if a Bibb County School District owned device and accessories are not returned.

SUMMER RENTAL

Option to Rent Device for Summer Use

A student returning to BCS each fall from Grades 5-11 will have the opportunity to rent their device for use in the summer. The device and/or its accessories will be signed out once any owed fees from the previous school year and the summer rental fee are paid. All terms and agreements signed/agreed upon in the fall will still apply. The student's parents (or legal guardians) may also be subject to liability based on procedures outlined in the Student/Parent Device Handbook.

DEVICE PROTECTION PLAN

Device Protection Plan Fee to be Paid by School System

Claims

If a device is damaged or lost, the student/parent/guardian owes a deductible per claim. This deductible can range from \$30 to the full replacement cost of the device. Lost devices not following the instructions on page 5, and Damage or Loss from Bad Acts from page 6 are not eligible. Full replacement cost for the device must be paid. Device damage and loss are described in more detail on pages 5-6.

Damage Claim/Per Year	
Damage caused by accident, fire, flood, or other cause.	
Claim 1	\$30.00
Claim 2	\$60.00
Claim 3+	Subject to disciplinary action and cost of device repair or replacement.

Loss Claim/Lifetime of Device	
Law Enforcement Reported Theft/Loss*	
Claim 1	\$50.00
Claim 2+	Subject to disciplinary action and cost of device repair or replacement.
	<p>*Only one loss claim is allowed during enrollment in the school district.</p> <p>If a loss claim is filed more than once during enrollment in the school district, the student is responsible for full replacement costs (see below). Failure to pay the replacement costs may result in criminal charges and disciplinary action.</p>

Replacement Costs	
Non-reported loss, Multiple Loss Claims, Complete loss due bad acts.	
HP Chromebook Grades 5-12	\$250.00
Lenovo Chromebook Grades PreK-4	\$280.00
Replacement Charger	\$40.00
Replacement Bag	\$25.00
Repairable Damage Due to Bad Acts	Subject to current replacement part costs

*Alabama Code - Section 16-1-24. (2) All discipline plans of school systems shall include, but not be limited to, all of the following: a. A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public school system shall be responsible financially for such child's destructive acts against school property or persons.

Effective Coverage Date and Expiration

Effective coverage date begins the day the student receives a device each school year. Expiration coverage date is the date a device is returned to the school at the end of each school year, device end of life, or when a student graduates. If a student withdraws or is expelled from the Bibb County Schools, the Device Protection Plan becomes null and void on the date of withdrawal or expulsion. The device must be returned to the school system before the release of any academic records.

Coverage Exclusions

- Dishonest, Fraudulent, Intentional, Negligent, or Criminal Acts: Coverage is not provided if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent, or criminal act. Willful and deliberate damages to a device will cause the Bibb County School District to charge the student/parent/guardian the full cost of the replacement or repairs of a device. Such cases may be turned over to Bibb County Law Enforcement.
 - Failure to carry a device in the carrying bag: Coverage is not provided if damage or loss occurs as a result of not carrying a device in the bag provided.
 - Altering the Operating System: Coverage is not provided if the operating system is altered.
 - Charger: The Device Protection Plan does not cover the charging cable and charging adapter. Students are responsible for replacing these items if they are lost, stolen or damaged with an identical manufacturer product.
 - Carrying Bag: The Device Protection Plan does not cover the carrying bag. Students are responsible for the cost of replacing the carrying bag if it is lost, stolen or damaged.
-

STUDENT/PARENT DEVICE AGREEMENT

2020-2021 School Year

A student who is enrolled in Middle or High School, or a student in any grade electing for virtual school, qualifies for use of a district-owned mobile device. To maintain use of a device, students must comply with the rules and expectations identified in the Student/Parent Device Handbook and the Bibb County School District's Technology Usage Policy (Board Policy JCDBB), as the same exist now or are later amended. Any failure to comply with these rules and expectations may suspend or terminate the student's qualification for use of a device and its accessories. Each student and parent/guardian is asked to read this handbook carefully. The parent/guardian and the student should initial next to each statement that follows, and sign at the bottom of this document.

I understand that the legal title to the device belongs to the Bibb County School District and shall at all times remain as such.		
I understand and agree to abide by the rules and regulations of the District Technology Usage Policy and guidelines outlined in the Student/Parent Device Handbook. Failure to abide may result in disciplinary action and suspension or loss of privileges to use the device.		
I understand that by taking possession of the device, I agree to assume full responsibility for the safety, security, care, and proper use of the device, including its accessories.		
I understand that I must report all device damages, theft or loss within the timely manner stated in the Parent/Student Handbook.		
I understand that the device and its accessories should remain in a secure, supervised area as a reasonable precaution against damage, theft or loss.		
I understand that, unless instructed otherwise by a teacher, all students must have their device with them, fully charged, each day for class.		
I understand that if, in the opinion of the building administrator, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the laptop, the cost of the repair will be the responsibility of the student/parent/guardian.		
I understand that the user assumes responsibility for information assessed on the device and BCSD personnel shall monitor all files, communications, and online activities of individuals who access the device.		
I understand that a student failing to return the device before his or her departure from BCSD, may be held responsible for the cost of the device.		
I understand that the Bibb County School District is not responsible for inappropriate materials accessed using this device.		
I understand that the student, his parents (or legal guardians), or any other person using this device has no expectation of privacy whatsoever as to any content on the device.		
I and my parent/guardian understand that the Student/Parent Device Handbook is uploaded to the Chromebook. We agree to read and discuss the rules and regulations set forth in the 2020-21 Bibb County Schools student-parent handbook. I understand that my child or ward will be expected to abide by the rules and regulations.		

The following items reiterate some of the most important points covered in the Parent/Student/Parent Device Handbook.

Initials Initials

Signatures: (Please sign, print, and date)

I, _____, (print student name) have read and agree to all of the guidelines contained within the Student/Parent Device Handbook and the Bibb County School District Technology Usage Policy, as the same now exist or as they may be later amended by the school district.

Sign student name

Date

I, _____ (print parent/guardian name) have read and agree to all of the guidelines contained within the Student/Parent Device Handbook and the Bibb County School District Technology Usage Policy, as the same now exist or as they may be later amended by the school district.

Sign parent (guardian) name

Date

Chromebook	Power Cord	Bag
Initial to confirm receipt.	Initial to confirm receipt.	Initial to confirm receipt.
