



Bloom-Carroll Local School District Responsible Use Procedures

Dear Parent or Guardian:

The Bloom-Carroll Local School District will be issuing your child a Chromebook to use both on campus and off campus. These devices remain the property of Bloom-Carroll Local School District and must be turned in each spring, or if your child leaves the school district. Bloom-Carroll Local School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's Acceptable Use Policy is available on the district web site, <http://www.bloomcarroll.org>, in the Policy Manual section. The policies are File:EDE and File:EDE-R and can found by searching for "technology" using the search feature.

Students must:

1. Respect and protect their own privacy and the privacy of others.
 - a. Use only assigned accounts.
 - b. Keep personal information such as: name, address, phone number, etc., offline.
 - c. Keep passwords secret.
 - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices (devices will be filtered for inappropriate content, both on and off campus).
 - b. Conserve, protect, and share these resources with other students and Internet users.
 - c. Bloom-Carroll Local School District is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
 - d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Bloom-Carroll Local School District email should only be used for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.

Terms and Conditions of the Student Chromebook:

- We recommend students who take home devices purchase the protection plan for computing devices. The cost of the Protection Plan is \$20 (\$10 for students who enroll on or after the start of 2nd semester). This covers two repairs per year.
- Stickers and writing may not be placed anywhere on the Chromebook or power cord.
- It is imperative that the device the student is issued be maintained and handled in a responsible way. Damages may require the parent to pay a deductible or to replace the device in its entirety, depending upon the damage. If the power supply/cord or other accessory is damaged or lost the parent is responsible for the full cost of replacement.
- Students who withdraw or leave the Bloom-Carroll Local School District and do not return the student issued Chromebook will be subject to a fine and possibly reported to the local law enforcement as having possession of a stolen device.

My child and I have read, discussed and agree to **Bloom-Carroll Local School District Policy, and Bloom-Carroll Local School District Responsible Use Procedures.**

Student Name (print): _____ Student ID# _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____