BMI Student/Parent Device Handbook

Instructional Vision

Beatrice Mayes Institute Charter School strives to create experiences that empower, inspire and engage all learners in every classroom, every day. As students become problem solvers and problem seekers, they collaborate with teachers, peers, and community members to achieve common goals. Students co-design their learning experiences, embedding their unique interests and passions within a standards-based curriculum. Access to digital devices integrates technology in order to increase critical thinking, enhance communication skills, and create personalized pathways of learning for every student.

Procedures and Information for Students and Parents

At Beatrice Mayes Institute, the Chromebook Program is defined as an initiative where a digital device is assigned to each student to provide opportunity and access to information and tools that can empower, engage and inspire.

Chromebooks will allow student access to educational applications and creation and productivity tools to support daily learning experiences. All users will be expected to follow all BMI Technology Responsible Use and Regulations and all other state and federal laws, board policies, and school rules.

This document and the corresponding BMI Chromebook Loaner Agreement Form provides students and families with information about the general use of technology, ownership of the device, rights and responsibilities for possession of the device, care of the device, educational use of the device, and digital citizenship. The term "device" includes an iPad/notebook, a Chromebook, an internet hotspot and all chargers and related accessories.

Ownership of the Device

Students will be assigned a device by BMI to be used for the duration of each school year or until the student is no longer enrolled at the school. During this time period, BMI retains full and complete ownership of the device. Students may not personalize the device by adding exterior markings (including but not limited to stickers, drawings, and engraving) or by installing any software outside of the vetted and approved apps.

Receiving and Returning the Device

Receiving a Device

Every student will be assigned a device and power adapter by their school at the beginning of the school year or upon school enrollment. If needed, a student may also receive an internet hotspot.

Returning a Device

All students will return the device, power adapter, and any school-provided accessories during the last week of the school year. If a student transfers, withdraws or is expelled, they are required to return the device, power adapter, and any school-provided accessories to the school or designated drop-off location **on the last day of enrollment.**

Damages, Repairs, Theft, and Warranties

Students are responsible for the general care and proper use of the issued device per the BMI Student Device Program Handbook.

PLEASE DO NOT TAKE BEATRICE MAYES INSTITUTE--OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS without school approval. Students may be asked by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

It is expected that students report if their device is damaged, lost, stolen or not working properly within 24 hours by notifying the school or school technician who will submit a ticket to our IT Department. Upon submitting the ticket, a replacement device may be issued to the student to maintain instructional access and they will turn in their previous device for repair.

To ensure the device's warranty remains valid, students or family members should never attempt to repair a device, take the device apart, remove the device's parts, or take the device to an outside computer repair service for any type of repair or maintenance. Students who have violated the BMI Student Device Program guidelines may be subject to disciplinary action.

Charges/Fees

There is NO annual fee charged for student use of a device. There is an assessment of **$25** per incident of accidental damage or warranty repairs to Chromebook devices. There is an assessment of **$15** per incident for accidental damage or warranty repairs to power adapters. Additionally, if a device or power adapter is lost or intentionally damaged on multiple occasions, consequences and interventions will be determined by the school administration based on the expectations within the BMI Student Code of Conduct.

Account Access

- Students will log into their device using their district-issued credentials only.
- Students must **never** share their account password with other students.
- Student devices and accounts are subject to routine monitoring by teachers, administrators, and technology staff.
- Users shall have no expectation of privacy while using Beatrice Mayes Institute electronic resources.

Care and Use of the Device

General Care and Use

- It is *__highly recommended__* that a protective cover and/or protective sleeve or carrying case be purchased for the Chromebook. It will protect the Chromebook from accidental damage.
- Always place food or drink far away from the device.
- Always carefully attach cords, cables, and removable storage devices.
- Never lift the device by the screen.
- Keep the device's fan vents free from obstruction.
- Avoid subjecting the device to extreme conditions including, but not limited to extreme hot or cold, rain, and/or damp locations.
- Students should charge the device *__every evening__* using the school issued charger only.

- When working with the device plugged into the power cord, make sure that the cord does not pose a tripping hazard to others.
- When in school, under no circumstances should the device be left in any unsupervised areas including: outdoor classroom spaces, the cafeteria, vehicles, bathrooms, unlocked classrooms, cafeteria, and hallways. If a device is found unsupervised in a general area, it should be taken immediately to the main office for safe keeping.
- We recommend using a padded backpack, a sling bag, or a computer sleeve when moving with the device.
- Do not leave the device lying on the floor.
- Do not let another student temporarily use your assigned device.
- Keep the device away from pets and unsupervised small children.
- Do not loan your device to relatives or friends.
- Inappropriate media may not be used as device backgrounds or themes.

Screen and Device Care

- Never lift the device by the screen, but instead securely hold your device.
- Clean the screen, keyboard, and outer surface with a dry or lightly dampened microfiber, or anti-static cloth only. Never use liquids or soaps on the device screen, touchpad, or keyboard.
- Do not store the device with the screen in the open position.
- Do not place ***anything*** inside the device that could put pressure on the screen, including but not limited to papers, folders, and pens/pencils.
- Do not place anything in the carrying case or backpack that will press directly against the cover.
- Do not write on or poke the screen with anything but a rubber-tipped stylus.
- Wash your hands frequently when using the device to avoid build-up on the trackpad. Grease and dirt can cause the cursor to "jump around" on the screen.
- Always transport the device with care and with the screen closed.

Home Internet Access

If your family is without home internet access, please email helpdesk@bmischool.org.
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Content Filtering

- Beatrice Mayes Institute utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by BMI.
- While the BMI provides Internet content filtering for use on campus, parents/guardians are responsible for monitoring student Internet use when off campus and at home.
- It must be noted that no filtering software is 100% accurate and may not block all information that may be deemed offensive or unsuitable by parents. Filtering software is not a substitute for parental judgment and oversight; parents are still urged to monitor their child's internet access while at home.

- BEATRICE MAYES INSTITUTE works diligently to limit and block targeted advertising in order to protect student data privacy.
- Students must adhere to BMI's Technology Rules, Regulations and Policies; and must not attempt to bypass the filtering software.

Managing, Saving, and Sharing Digital Work

- Student work will be stored in internet/cloud-based applications such as Google Drive and can be accessed from any device with an internet connection.
- Students should remember to save frequently when working on digital media unless already saved automatically.
- The district is not responsible for the loss of any student work. For 8th graders and students who transfer outside of the district, your accounts will be deleted and unrecoverable after June 30th of the current school year.
- Students will have the ability to digitally publish and share their work with their teachers, peers, and the public when deemed age-appropriate.

Parent/Guardian Expectations

In order for students to experience all of the benefits that this program offers, the district encourages parents to:

- Monitor their student's internet use when using the device. Ensure that their student will be the sole user of the device and that it is used for school-related purposes.
- Help fill out required paperwork in the event that the device is lost or stolen and report it no later than the next school day.
- Ensure the device and charger is returned to the school after withdrawing from the district.
- Review Google's Privacy and Security Center information regarding their commitment to protect student data and privacy.

Beatrice Mayes Institute Chromebook Loaner Agreement Form

After reviewing the BMI Student/Parent Device Handbook with your child, please complete one form for each child attending Beatrice Mayes Institute.

Student Name (please print): _____

Parent Name (please print): _____

Grade Level: _____   **Homeroom Teacher**: _____

As a BMI Student and BMI Chromebook user, I understand and agree the the following expectations:
- I reviewed and will follow the expectations in the BMI Student/Parent Device Handbook.
- I understand that the device and chargers remain the property of the Beatrice Mayes Institute Charter School.
- I agree that my child will return their device and charger to the school on the last day of his or her enrollment in Beatrice Mayes Institute.
- I understand the student is responsible at all times for the care and appropriate use of their device(s) and charger(s). I understand that the school or technology team may periodically request to check my device to ensure the device is in working order. If the BMI Chromebook needs repair at any time, I will contact Helpdesk@bmischool.org to submit a service ticket.
- I allow my child to use all technology and digital resources, both device and web-based applications chosen by the district and/or teacher while participating in the BMI Chromebook Device program.
- I understand that the district's internet filter on the iPad/notebook, Chromebook, and internet hotspot blocks/allows websites configured by the district. I will request websites I would like to have blocked/allowed to the school.
- I understand that if my child violates the guidelines agreed to in the BMI Student/Parent Device handbook for students or the Technology Responsible Use Policy his/her privilege to use the technology may be restricted or removed and he/she may be subject to disciplinary action per the BMI Code of Conduct.

By providing my signature below, I agree to the terms and guidelines within the handbook and this form.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date_____

For Office Only:

Student Name	Model	Asset Tag Number	Serial Number