



Welcome to the Bonita Unified School District's Technology Resources Handbook. This handbook serves as a guide to inform all users about the responsibilities associated with the effective, ethical, and lawful use of technology resources provided by the district. The use of these resources is a privilege, granted to users within the district, and it comes with certain expectations and obligations. When signing the Student Technology Use Agreement you are acknowledging that you understand and accept the information in this document.

EXPECTATIONS FOR TECHNOLOGY USE:

Respect for Digital Property:

- ★ Users are expected to treat all digital resources provided by the district with respect and care.
- ★ Unauthorized modification, deletion, or distribution of digital content is strictly prohibited.

Responsible Digital Citizenship:

- ★ Users must engage in online activities responsibly and respectfully, adhering to the principles of digital citizenship.
- ★ Cyberbullying, harassment, or any form of online misconduct will not be tolerated.

Compliance with Laws and Policies:

- ★ All users are required to comply with local, state, and federal laws governing the use of technology resources.
- ★ Users must also adhere to the district's Acceptable Use Policy and any additional guidelines provided by the school administration. ([BP6163.4:Student Use of Technology](#))

Protection of Personal Information:

- ★ Users must respect the privacy and confidentiality of personal information, both their own and others'.
- ★ Sharing personal information online should be done with caution, and users should report any incidents of unauthorized access or disclosure.

Academic Integrity:

- ★ The use of technology resources for academic purposes should uphold the principles of honesty and integrity.
- ★ Plagiarism, cheating, or any other form of academic dishonesty is unacceptable.

ACKNOWLEDGMENT OF UNDERSTANDING:

By signing the Student Technology Use Agreement, users acknowledge that they have read, understood, and accepted the information outlined in this handbook. It is imperative that all users, including students and parents, familiarize themselves with the contents of this document to ensure responsible and effective use of Bonita Unified School District technology resources.

This acknowledgment signifies the commitment of students and parents to adhere to the guidelines and expectations set forth in the handbook, thereby promoting a safe, respectful, and productive digital environment for all members of the educational community.

STATEMENT REGARDING CONFIDENTIALITY AND PRIVACY ON DISTRICT-OWNED CHROMEBOOKS:

As users of district-owned Chromebooks, students should understand that there is no expectation of confidentiality or privacy regarding any usage on these devices, whether for school-related or personal purposes, except as specifically provided by law. The school reserves the right to log, supervise, access, view, monitor, and record the use of student Chromebooks at any time and for any reason related to the operation of the school, without prior notice or consent.

This policy is implemented to ensure the safety, security, and appropriate use of technology resources within the educational environment. By utilizing district-owned Chromebooks, students agree to comply with these monitoring measures and understand that their activities on these devices may be subject to scrutiny by school authorities.

Students are encouraged to use district-owned Chromebooks responsibly and in accordance with established guidelines and policies. Any misuse or violation of these policies may result in disciplinary action, including but not limited to the restriction or revocation of Chromebook privileges. Ultimately, the goal of this policy is to maintain a safe and productive learning environment while fostering responsible digital citizenship among students.

CHROMEBOOK DISTRIBUTION:

- ★ Chromebooks and chargers will be distributed to students after the school has received use agreements signed by both students and parents.
- ★ Parents and students must read and understand the contents of this handbook and agreement forms before signing the use agreements.
- ★ One Chromebook and a charging unit will be checked out to each student. A barcoded sticker will be affixed to the Chromebook and charger which must remain on the devices until returned at the end of the year or when the student withdraws from school.

CHROMEBOOK RETURNS WHEN STUDENTS TRANSFER/WITHDRAW:

- ★ Students who withdraw for any reason must return their assigned Chromebook prior to date of termination of enrollment.
- ★ If a student fails to return the Chromebook and/or accessories at the end of the school year or upon termination of enrollment, the student will be required to pay the replacement cost of \$300 for the Chromebook and \$25 for the power supply. Just like a textbook, Chromebooks are the property of the School District, and students are responsible for returning them in reasonable condition with the barcode sticker still affixed properly. Students will be charged the actual cost of any needed repairs.
- ★ Students who return Chromebooks or chargers with the barcode sticker missing or unreadable will be charged an administrative fee of \$5 to have it replaced.

ACCEPTABLE USE POLICY (AUP):

It's essential to emphasize that while students are granted access to the school's Wi-Fi network, they are still bound by our Acceptable Use Policy (AUP) ([BP6163.4:Student Use of Technology](#)). This policy outlines guidelines and expectations for appropriate and responsible use of technology resources within our educational environment. Students are expected to adhere to the AUP at all times when utilizing the school's Wi-Fi network, regardless of whether they are using school-issued or personal devices. Remember that it is a privilege to have your Chromebook. Staff will check students' Chromebooks periodically.

INTERNET FILTERING

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebook internet activity, on and off campus, will go through the district's filter and can be monitored at any time. Since no filter can block all questionable websites, parents/guardians are responsible for monitoring their students' online activities, and students are expected to follow district-acceptable use guidelines whenever they are online.

CHROMEBOOK CARE: TRANSPORTING, STORAGE AND CLEANING BEST PRACTICES

Transporting/storing your Chromebook in a backpack can give students a false sense of security in terms of its protection from damage. Sitting or leaning on a backpack with a Chromebook inside can result in a broken screen even if the device is also in a storage case. Moreover, throwing or mistreating a backpack containing a Chromebook can result in damage to the device. In both cases, the damage would be considered preventable and repair costs will likely be passed along to the student.

1. DO NOT USE BLEACH solutions, they will damage the Chromebook. If the Chromebook is dirty, it should be cleaned using a damp, soft rag prior to disinfection. Isopropyl alcohol is recommended for disinfection; alcohol solutions with at least 70% alcohol.
2. ONLY CLEAN THE SCREEN WITH A LINT-FREE CLOTH. DO NOT USE ANY LIQUID ON THE SCREEN AND KEYBOARD.
3. Your Chromebook is to remain clean and clear, **no stickers or additions are to be added to the unit.**

Screen Care

The screen is very fragile and can crack if anything heavy is placed on top of the Chromebook. To protect it:

1. Do not put pressure on the top of a Chromebook when it is closed.
2. Do not store a Chromebook with the screen open.
3. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).

Lockers

1. Store your Chromebook on its side, standing up, not underneath anything else.
2. Never leave the locker set to open without entering the combination.

Hallways

1. Never leave the Chromebook in an unsupervised area (gym, an unlocked classroom, hallways, etc.). Any Chromebook left in an unsupervised area is in danger of being stolen. Chromebooks should always be stored in a secure location or supervised directly by the student to whom it is assigned.

Classroom

1. Center the Chromebook on a desk or table.
2. Close the lid of the Chromebook before standing up and/or walking away.
3. Carry the Chromebook with two hands – never by the screen

At Home

1. Use and store the Chromebook on a desk or table – never on the floor!
2. Charge the Chromebook fully each night in a safe place.
3. Make sure the power cable is ALWAYS lined up straight with your Chromebook when you are inserting and removing it. Be careful not to jerk, pull or twist your Chromebook while the power cable is plugged in.
4. Never lean on top of the Chromebook when it is closed or place heavy items on top of it: the pressure can cause damage to the sensitive screen.
5. Protect the Chromebook/Power Adapter from:
 - ★ Extreme heat or cold and rain
 - ★ Food and drinks
 - ★ Small children
 - ★ Pets

Damaged or Malfunctioning Devices

1. If the Chromebook isn't working properly, bring the device to your site's Chromebook Coordinator in the Media Center.
2. Damage to the Chromebook must be reported immediately. District technology support staff will check the device to assess damage(s)/fee(s).
3. Report a stolen Chromebook immediately to the principal and make a police report. Homeowners' insurance may cover a stolen device.
4. There is a difference between accidents and negligence. Damage that is a result of neglect, misuse, or demonstrates a pattern of care that indicates the student is not caring for the device properly, will result in a charge to the student for the costs to repair or to replace the device (as well as disciplinary action if the situation merits).

ADMINISTRATIVE FEES FOR REPAIR OR REPLACEMENT

Damage, Theft, Loss or Destruction:

If the student fails to return the Chromebook and power adapter at the end of the school year or upon termination of enrollment, the student will be required to pay for the replacement cost. Chromebooks are the property of the Bonita Unified School District, and the students are responsible for returning them in reasonable condition with the barcode sticker still affixed properly. The parent/guardian is responsible for all damage(s), theft, loss, or destruction. Chromebook fees are provided below:

PARTS	11"	14"	DESCRIPTION
Screen	\$50	\$75	Chipped/Cracked Screen, Black liquid spot(s), Multicolor spider veins webbing with or without black spots and/or deep scratches.
Keyboard	\$50	\$55	Keys removed or if any silicone numb is removed.
Power Adapter	\$25	\$25	Exposed/punctured wires from pet chewing on cable, cable purposely cut, missing connectors/cables, and lost power adapter.
Graffiti/District Asset ID # Sticker	\$5	\$5	Stickers, markers, paint, spray paint, nail polish or any semi or permanent materials. Removal or alteration of any District identification label.
Case Damage/Brackets	\$50	\$65	Broken brackets, cracked/deep intentional scratches/dents on the case, and intentional removal of rubber gasket around the device.
Replacement Device	\$300	\$325	Liquid exposure to system board damage, port(s) damaged, lost/stolen, or destruction of device.
Other Damage(s)	TBD	TBD	Additional fees will be determined depending on the damaged item(s).

PERSONAL DEVICES

As part of our commitment to providing quality education and support within our school district, we do allow personal devices on our campuses. Regarding personal device repair and troubleshooting, Bonita Unified School District does not offer repair services or troubleshooting for personal devices such as smartphones, laptops, tablets, or any other consumer electronics. It is important to note that while we strive to assist our students in every possible manner, our resources and expertise are primarily allocated to maintaining the functionality of school-issued devices and educational technology infrastructure. Bringing devices onto campus is at your own risk for damages and theft. While we endeavor to provide support to our students, Bonita Unified School District is not liable for any damage(s) sustained to personal devices.

The Bonita Unified School District is committed to providing students with the necessary tools and resources to succeed academically and professionally. Through responsible and ethical use of technology resources, we can create a positive and empowering digital environment for all members of our educational community. Thank you for your cooperation and dedication to upholding these standards.

PARENT/GUARDIAN RESPONSIBILITIES:

In order for students to be allowed to take their Chromebooks home, a student and their parent/ guardian must sign the Student Technology Use Agreement.

- ★ Review Student/Parent Handbook
- ★ Monitor student use when not at school
- ★ Work with student to ensure Chromebook is properly cared for while student is away from school
- ★ Accept liability: families are responsible for theft or loss
- ★ Sign the Student Techonlogy Use Agreement

SUGGESTIONS:

- ★ Monitor your child's Chromebook use as you would the use of any device such as a television, tablet, or smartphone.
- ★ Teach and model the skills kids need to use technology wisely and well.
- ★ Pass along your values in the context of technology use.
- ★ TALK WITH YOUR CHILD ABOUT MAKING GOOD CHOICES IN HOW THEY USE SOCIAL MEDIA AND BEHAVING RESPECTFULLY AND RESPONSIBLY WHEN INTERACTING WITH OTHERS ONLINE.
- ★ Develop a set of rules/expectations for Chromebook use at home.
- ★ Consider allowing Chromebook use only in common areas of your home (e.g. living room or kitchen) and not in bedrooms.
- ★ Demonstrate a genuine interest in what your child is doing on their computer. Ask questions and request that they show you their work.

STUDENT RESPONSIBILITIES

The school Chromebook is assigned to you for your use alone. Remember you are responsible for any damage or misuse.

- ★ Bring your Chromebook, fully charged, to school each day.
- ★ Care for the Chromebook as outlined in this handbook, including keeping the case free of any non-school-issued stickers or writing.
- ★ Follow the school district's Acceptable Use Policy and use your device responsibly and ethically.
- ★ Obey school rules concerning behavior and communication, and follow all rules set forth by staff.
- ★ Keep your Chromebook secure (locked in a locker, home, or other secure place) or with you at all times. School personnel will confiscate Chromebooks left unattended and disciplinary action will follow.
- ★ Do not let anyone other than your parents, guardians, or school personnel use your assigned Chromebook.
- ★ Immediately report any inappropriate digital content to school staff.
- ★ Report any security problem you know about or identify to a staff member.

PROHIBITED ACTIVITIES

- ★ Any action that violates existing School Board policy or law is prohibited, including any illegal activity, posting inappropriate images, or bullying or harassing anyone via social media or email.
- ★ Gaining access to other students' accounts, files, and/or data is prohibited.
- ★ Do not share login information or passwords with anyone except your parents and school personnel.
- ★ Do not attempt to bypass the District's internet filter.
- ★ Do not give out private information about yourself or anyone else over the Internet.

VIOLATIONS OF RESPONSIBLE AND ACCEPTABLE USE GUIDELINES

All Chromebooks are to be used in a responsible and ethical manner. Violations may lead to disciplinary action and/or loss of Chromebook use privileges, and parents will be contacted. This list is not final and site administration can make additions at any time.

“Minor” Violations:

1. Communicating (i.e. email, posting on social media, blogging, etc.) during class time when use is not related to class work.
2. Game-playing on the Chromebook during class without the teacher's permission.
3. Knowingly accessing non-educational websites during class when use is not related to class or teacher permission was not granted.
4. Adjusting or changing Chromebook settings without permission of the school district.
5. Pattern of bringing uncharged Chromebook to school or forgetting to bring Chromebook consistently.
6. Listening to music without explicit permission from the teacher.

“Major” Violations:

1. Tampering with any serial number or district asset tag. A student will be charged the full cost of a Chromebook for removing or modifying any serial numbers or tags on the Chromebook.
2. Leaving Chromebook in an unsupervised or unsecure area.
3. Use of another person's account.
4. Damaging the Chromebook intentionally.
5. Bypassing the District's filter.
6. Using the Chromebook for any illegal activity, bullying, harassing, or posting inappropriate images.
7. Viewing unauthorized materials, images, or websites (see the District's Acceptable Use policy).
8. Showing, depicting, or implying illegal activity, violence, and/or adult-oriented materials.
9. Using inappropriate media as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
10. Violating the District's Acceptable Use Policy in any way.

CONSEQUENCES FOR VIOLATIONS

The consequences listed below are examples of possible consequences. Teachers and Administrators will determine the appropriate consequences based on the severity of the infraction and the student's history of infractions. Possible consequences may include but are not limited to the following:

- ★ Loss of Chromebook privileges
- ★ Restriction to school-day use only (no take-home privileges)
- ★ School Discipline Policies will be invoked

RESPONSIBILITY FOR ELECTRONIC DATA

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of district's technology staff, and for managing their own documents. All files are stored in Google Drive, both in the cloud and on the device, and are accessible by district IT staff. Users of District-owned technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the computer.

OPERATING SYSTEM AND SECURITY

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.

USING YOUR CHROMEBOOK OUTSIDE OF SCHOOL

Students are encouraged to use their Chromebooks at home and other locations outside of school. Although an Internet connection will be necessary to accomplish some tasks, Chromebooks have some applications that function offline. Students are bound by the Bonita Unified School District Acceptable Use Policy and all guidelines in this document wherever they use their Chromebooks. Students should be aware that public wireless access is not secure and should be mindful about sending any private data when connected to the Internet through public WiFi.



BONITA UNIFIED SCHOOL DISTRICT STUDENT TECHNOLOGY USE AGREEMENT

For School Year:	Student Full Name:	School:	Parent/Guardian's Name:
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Online/Internet Services: User Obligations and Responsibilities:

Any person using District equipment or using the District network (hereto referred to as "User") are expected to follow the items below:

1. The User shall keep personal account numbers and passwords private and shall use only the account they have been assigned.
2. Users shall use the District's system safely, responsibly, and solely for assigned educational purposes.
3. Users shall not use the system to engage in commercial or other for-profit activities.
4. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board Policy or administrative regulations.
5. Users shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
6. Users shall not use the system to threaten, bully, intimidate, harass, ridicule, or otherwise cause a disruption to the educational environment for other students or staff. (See Ed Code 48900.2, 48900.4, 48900k)
7. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
8. Users shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
9. Users shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify or use another individual's identity.
10. Users shall report any security problems or misuse of the system to the teacher or principal.
11. Unless otherwise instructed by school personnel, users shall not disclose, use, or disseminate personal identification information about themselves or others when using email or other forms of direct electronic communication. Users also shall be strongly cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes names, addresses, telephone numbers, Social Security numbers, or other personally identifiable information.
12. Users shall not use encryption to intentionally hide electronic activity while using a District-owned device or while using the District network.

Possible Consequences for Misuse:

The District reserves the right to monitor the use of the district's systems for improper use without advance notice or consent. Users shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the District for the purpose of ensuring proper use.

Whenever a User is found to have violated Board policy, administrative regulation, or the District's Acceptable Use Agreement, a user may have increased supervision of their district technology use, and their privileges may be limited and/or canceled. Inappropriate use may also result in disciplinary action and/or legal action in accordance with law and Board policy.

Parent/Guardian:

I have read and understand all student obligations and responsibilities below and understand that my child can lose use privileges and/or face disciplinary action if any of the obligations and responsibilities are not followed.

Parent/Guardian Signature

Date

Student:

I have read and understand all student obligations and responsibilities below and understand that I can lose use privileges and/or face disciplinary action if any of the obligations and responsibilities are not followed.

Student Signature

Date