## **Technology Reminders**

Remember, all BCPS devices, chargers and the BCPS issued bags are borrowed items and should be treated with care. That means no eating or drinking around the equipment. Do not use chargers that were not issued by BCPS. Keep all items safe and properly stored in the bag. Do not leave the items in a vehicle. Damaged, lost, and/or stolen items may result in a fine being assessed for replacement cost. Please help your child use care when borrowing any BCPS items.

- \* Replacement cost for BCPS Chromebook: \$355.00
- \* Replacement cost for BCPS 45-watt Charger: \$40.00

If you have difficulty with a student device or charger at any time, please place a BCPS Help Desk ticket.

BCPS Technicians' Phone: 443-809-4672 (M-F; 7am-4:15pm)

Please remember to follow all BCPS Acceptable Use Policy rules when using a BCPS issued device. When you sign into your computer, you automatically agree to these terms and conditions. Failure to comply with the policy may result in disciplinary actions.

## The Acceptable Use Policy (TAUP)

Please Review this BCPS Technology Use Policy with Your Child Students shall be held responsible for the appropriate use of BCPS technology and will be subject to disciplinary action for any violation of the Technology Acceptable Use Policy (TAUP).

Student Responsible Use of Technology/Internet Students shall be held responsible for the appropriate use of BCPS technology and will be subject to disciplinary action for any violation of the Technology Acceptable Use Policy (TAUP). Students are required to be safe, secure, and responsible digital citizens when using BCPS electronic devices, networks, and internet. Students must agree to the following:

## I am responsible for:

- 1. My language. I will be polite and use appropriate language in my e-mail messages, online postings, and other digital communications.
- 2. How I treat others. I will not create or communicate abusive, harassing, bullying, libelous, obscene, offensive, profane, threatening, discriminatory, or illegal messages.
- 3. Respecting the intellectual property rights of others. I will obey copyright laws. I will use another's work only with proper citation and permission. I will not plagiarize another's work.
- 4. My student-authorized computer account and all activity conducted through my account(s). I understand that my username and passwords are confidential and shall not be shared with anyone. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
- 5. My use of the BCPS network. I will use BCPS resources responsibly and will not search, retrieve, save, circulate, display, upload, post, e-mail, transmit, or otherwise make available any hate-based, offensive, or sexually explicit images, language or the files that generate such images or language.
- 6. Protecting the security of the BCPS network. I will not attempt to bypass security settings or Internet filters or interfere with the operation of the network by installing or downloading unauthorized software, games, programs, files, electronic media, or stand-alone applications from the Internet or from any other sources.
- 7. Protecting school property. I understand that vandalism is prohibited. This includes, but is not limited to, accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource. I understand that I need authorization from a school administrator or teacher to use personal electronic devices or memory storage devices that I bring to school.
- 8. My conduct on all online sites. I understand that what I do on social networking websites should not interfere with, negatively affect, or cause disruption to the school learning environment. I will use internet tools such as discussion boards, chat rooms, and instant messaging, for educational purposes only.
- 9. Following Board Policies, Superintendent's Rules, and school procedures when using BCPS technology and networks and when publishing schoolwork online. I understand that it is unsafe to post any personal information about myself and others including, but not limited to, my address, phone number, or school.
- 10. I will not post photos or videos of students online without the permission of the parent of the student, or the student if the student is age 18 years or older.