

Information Technology Student Equipment Policy

The Bristol Warren Regional School District (BWRSD) provides Information Technology (IT) equipment, such as Chromebooks and iPads, to students to support their education. The purpose of this policy is to ensure appropriate use of district-owned equipment, to protect the district's investment in hardware, and to maintain the security of the district's network. (Please see Exhibit A - Technology Device Care & Use Policy Guide.)

This policy is to be used in conjunction with the BWRSD Technology Resources Responsible Use Policy (JFB)

All BWRSD students shall adhere to the following guidelines and rules. Violation of these guidelines and rules may result in disciplinary and/or legal consequences:

1. The student agrees to follow all of the BWRSD regulations and policies governing the use of IT equipment, as well as all applicable state and federal laws including copyright and intellectual property laws pertaining to software and information.
2. The student shall not remove or alter any of the BWRSD identification labels or tags attached to/displayed on any equipment.
3. Only software approved by the IT Department and owned by the BWRSD may be installed on district-owned computers. All software must be installed by the BWRSD IT personnel. Illegal use or transfer of copyrighted materials is prohibited.
4. The student agrees to handle all IT equipment carefully and protect it from potential sources of damage. The student also agrees to store all IT equipment in a safe and secure location. If any loss, damage, or destruction of school property is determined to be the fault of the student, the BWRSD may charge the student or families/guardians the lesser of the repair or replacement cost. Allowances will be made for normal wear and tear of equipment.
5. Any data that is hosted on the IT equipment is the responsibility of the student. The BWRSD IT Department is not responsible and does not support data on local hard drives or portable devices. Students must take measures to securely protect any and all of the BWRSD data that resides on the devices.
6. The Director of Technology (or designee) reserves the right to disallow and/or remove devices or software from the BWRSD network at any time, in the event they are no longer necessary, underutilized or not working properly.

7. Students taking responsibility of IT equipment provided by the BWRSD agree to these conditions by acknowledgment of compliance. The use of this equipment is strictly for the BWRSD educational initiatives and the BWRSD business operations.

Device Protocols:

- a) When requested, all of the BWRSD devices must be turned in to the IT Department for inspection, inventory, updates, and random screenings.
- b) All of the BWRSD devices must be connected to the BWRSD network (wireless or wired) a minimum of one-half day each month to allow for system updates or as otherwise requested by the BWRSD IT Department.
- c) Personal devices may be allowed to use the BWRSD network to connect to the Internet only. No use of network resources (printers, etc.) will be allowed in order to maintain security.
- d) Data hosted on personal devices and devices is the responsibility of the student. Should the student host the BWRSD data on personal devices, precautions must be taken to provide security for the data. This practice is not recommended.
- e) The IT Department will re-image the device upon its return
- f) Personal devices/equipment are not supported by the BWRSD IT Department.

Statement of Compliance

Students and families/guardians must sign the Statement of Compliance prior to receiving a device.

"I have read and will comply with all guidelines regarding the BWRSD-owned equipment. I have read and agree to abide by all the BWRSD policies and regulations regarding the use of equipment, including the Technology Resources Responsible Use Policy. I shall immediately report to designated district personnel any damage that may occur to the BWRSD-owned equipment. I accept responsibility for all damage or loss delineated above to any equipment assigned to me. I understand that if equipment is lost, damaged, or stolen, I may be responsible for the replacement cost. I shall promptly return all of the BWRSD-owned equipment, including accessories, when requested by designated school personnel. I shall return all of the BWRSD-owned equipment to designated personnel prior to my last day of school. Failure to do so may result in financial charges and/or legal action.

Printed Student Name	Printed Parent/Guardian Name	Date
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Student Signature	Parent/Guardian Signature	Date
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ADOPTED: June 27, 2016

CROSS REF: Technology Resources Responsible Use Policy (JFB)
Technology Care & Use Policy Guide – Exhibit A (JFBC-E)