



Burlington County Institute of Technology

Discover
Your
Potential

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August 14, 2019

Dear Parents and Guardians of BCIT 9th and 10th Grade Students,

Pursuant to earlier correspondence, commencing next week during student orientation, the Burlington County Institute of Technology School District will provide at no cost to your son or daughter a Chromebook device for use in the classroom and at home to extend classroom learning at anytime and anywhere.

Please find attached the ***Chromebook Acceptable Use Policy*** for review and signature. Please bring the signed form to accept the Chromebook and accessories. Parents or guardians must be present to receive Chromebooks during the Distribution Schedule noted below for each campus. It is important that you save the date and times for pick up at the respective high schools. Administrators and technicians will be on site to assist in the process and to answer questions.

August 20th for BCIT Westampton

Session 1 9:15 am – 10:30 am

Session 2 11:15 am – 12:30 pm

Session 3 5:30 pm - 6:30 pm

August 21st for BCIT Medford

Session 1 9:15 am – 10:30 am

Session 2 11:15 am – 12:30 pm

Session 3 5:30 pm - 6:30 pm

Alternative Date - Westampton and Medford - August 29th

8:30 am - 10:30 am at both campuses

We look forward to embracing this exciting opportunity for our students as they navigate a digital world without space or time restrictions and where interactive learning mirrors their world today.

Sincerely,

Dr. Christopher J. Nagy
Superintendent
Att.



Burlington County Institute of Technology

Acceptable Use Policy (AUP)

FORM MUST BE SUBMITTED IN PERSON BY PARENTS

The Burlington County Institute of Technology 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 your resources, we ask parents and students to become familiar with the policy and regulations that have been established for technology use in the district. The district's technology policies are available on the district website. The districts are required to oblige to certain laws that apply to the use of technology in schools. Below is the information on these laws and the software's compliance.

CIPA (<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>)

CIPA requires that measures must be in place to block or filter Internet access to pictures that are obscene, of child pornography, or harmful to minors (for computers that are accessed by minors). Schools subject to CIPA have two additional certification requirements: 1) Their Internet safety policies must include monitoring the online activities of minors; and 2) As required by Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites, private messaging, and cyberbullying awareness and response.

FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

FERPA is a federal law that protects the privacy of student education records. Generally, under FERPA, school districts must obtain parental or student consent prior to disclosure of student records. However, schools may disclose directory information without prior consent, except that parents may request that the school not disclose this information.

COPPA

(<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>)

The primary goal of COPPA is to place parents in control over what information is collected from their young children online. The Rule was designed to protect children under age 13 while accounting for the dynamic nature of the Internet. The Rule applies to operators of commercial websites and online services (including mobile apps) directed to children under 13 that collect, use, or disclose personal information from children, and operators of general audience websites or online services with actual knowledge that they are collecting, using, or disclosing personal information from children under 13.

Google Apps for Education Security and Privacy Information

(https://edu.google.com/why-google/privacy-security/?modal_active=none)

Students are expected to:

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., private and 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.
 - b. Conserve, protect, and share these resources with other students and Internet users.
 - c. The Burlington County Institute of Technology is not responsible for damages, loss, 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. BCIT email should only be used for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.

The Chromebooks have a webcam and limited tracking capabilities. The Burlington County Institute of Technology will never use these capabilities nor the access to store information in a manner that would violate the privacy rights of the student or any individual residing with the student. Students are reminded that these devices are owned by the district and any information or programs downloaded may be subject to remote access and subsequent school discipline.

Terms and Conditions of the Computing Device Agreement:

- Insurance will be provided by BCIT at no cost to parents.
- An accidental claim is any physical damage to the device that was not blatantly intentional. The included warranty will cover one (1) accidental claim per year for the 3-4 year life of the device, as well as one (1) additional “accidental” claim over the 3-4 year life of the device. Any accidental damage past this will be the responsibility of the student, parent, or guardian. The list of fees is attached on the following page.
- Any manufacturer defects or hardware failures will be covered for the 3-4 year life of the device.
- Any intentional damage caused to the device will incur a fee equal to the cost of the parts or the cost to replace the device, whichever is less. Intentional damage includes, but is not limited to, keys removed from keyboard, rubber borders removed from device, screws intentionally removed, and any burns, cuts, gouges, etc.
- If a device is intentionally damaged and the damage sustained is proven to be caused by an individual that is not the assigned user, the individual(s) responsible for the damage will be charged any fees incurred by said damage.
- Damage sustained to the device outside of its supplied protective case may be considered intentional.
- If there is evidence of the device case being opened or taken apart by any individual other than the certified staff of BCIT Tech Support or Dell, any damage to the device will be considered intentional and charged accordingly.

- Whether the device is being used at home or in school, it is imperative that the device the student is issued be maintained and handled in a responsible way.
- If the device is lost, the student will be responsible for the full cost of replacement for the device.
- If the device is stolen, the student will be responsible for the full cost of replacement. A reduced fee will be incurred if a police report is filed and presented to the district.
- If a power cord, case, or other accessory is lost or stolen, the student will be responsible for the full cost of replacement. A list of fees for missing or damaged parts can be found in this document.
- Burlington County Institute of Technology is not responsible for any damage or harm that may be caused by this device. The student, parent, and guardian acknowledge that if not treated properly the device and/or accessories, such as charging cords, may experience malfunctions that in extreme cases could cause (but not limited to) burns, cuts, and electrical issues.
- At the conclusion of the device life cycle (3-4 years), the student is expected to return all components to the school district, including Chromebook, charger, and case. Failure to do so will incur a replacement fee.
- If a student transfers out of the Burlington County Institute of Technology the student is expected to return all components to the school district, including Chromebook, charger, and case. Failure to do so will result in a police report being filed.
- The student, parent, and/or guardian understands that Burlington County Institute of Technology is not responsible for items left in the case when returned to the district.
- When the device assigned to a graduating student reaches end of life, Burlington County Institute of Technology reserves the right to do one of two (2) things: (1) Allow the student to keep the device, if they wish, for a fee that will be set at a later date; if the student does not wish to pay the additional fee to keep the device they may return it to the district. (2) Collect the device without the option to pay an additional fee and keep the device

Warranty Information/Fee Terms:

Chromebook Issue	Covered by Warranty	Cost																
Chromebook Defective/Defective Parts	Yes	\$0.00																
Accidental Damage	Once per year (1 additional claim will be covered by the warranty fee)	<table border="1"> <thead> <tr> <th>Item</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Screen</td> <td>\$160</td> </tr> <tr> <td>Mousepad</td> <td>\$60</td> </tr> <tr> <td>Keyboard</td> <td>\$20</td> </tr> <tr> <td>Bottom Cover</td> <td>\$60</td> </tr> <tr> <td>Battery</td> <td>\$30</td> </tr> <tr> <td>Motherboard</td> <td>\$250</td> </tr> <tr> <td>Complete Device</td> <td>\$350</td> </tr> </tbody> </table>	Item	Cost	Screen	\$160	Mousepad	\$60	Keyboard	\$20	Bottom Cover	\$60	Battery	\$30	Motherboard	\$250	Complete Device	\$350
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Battery	\$30																	
Motherboard	\$250																	
Complete Device	\$350																	
Intentional Destruction of Chromebook	No	n/a																
Carrying Case	No	\$30																
Charger	No	\$50																

Stolen (Without Police Report)	No	\$350
Not Returned	No	\$350

PLEASE SIGN BELOW:

Student and Parent/Guardian have read and discussed the Burlington County Institute of Technology Acceptable Use Procedure, Terms and Conditions of the Computing Device Agreement, and the Warranty Information / Fee Sheet. We agree to all terms.

STUDENT NAME (PRINT): _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____