

Brackett Independent School District

Student Technology Handbook

2025–2026

1. Ownership & Privacy

- All district-issued Chromebooks remain the property of Brackett ISD and may be inspected or seized at any time.
- Students should have no expectation of privacy for data stored on the Chromebook, in district e-mail, or on district networks.

2. Student Use of Chromebooks

1. Bring the Chromebook to school fully charged every day; it is required instructional material.
2. Obtain teacher permission before recording audio, video, or photos. Unauthorized recordings are subject to disciplinary action under Board policy.
3. Personalization (wallpaper, screen savers, cases) is permitted so long as images, words, or symbols are not vulgar, violent, or otherwise inappropriate.
4. Do not write on, sticker, or label the device, case, or charger.
5. Apps and extensions may be added or removed only with district approval.
6. Classroom teachers and campus administrators determine when sound, music, videos, or games may be used. Keep sound muted unless given permission.
7. Google Drive provides ample storage; students are responsible for backing up their work.
8. Protect personal information. Do not share your address, phone number, or other identifying data online.
9. All handbook rules apply off-campus when the Chromebook is used at home.
10. Students with outstanding fines or repeated misuse may be restricted to BISD-approved sites only.

3. Care & Maintenance

11. You are responsible for the Chromebook issued to you.
12. Never leave the device unattended; store it in a locked location when not in use.
13. Charge the Chromebook nightly; do not leave it in a locker or vehicle overnight.
14. Keep the Chromebook in its protective case at all times when not in use.
15. Do not loan the Chromebook, charger, or case to anyone.
16. Treat the device with care—no throwing, sliding, or placing heavy objects on it.
17. Clean only with a soft, slightly damp, lint-free cloth. Avoid chemicals and aerosols.
18. Protect the Chromebook from extreme temperatures and direct sunlight.
19. Handle cords and ports gently; student-owned accessories are the student's responsibility.
20. Do not modify or remove the BISD asset tag or serial number.

21. The device's locator must remain active; disabling it is a violation of policy.

4. Costs, Repair & Replacement

- 22. Each K-12 student receives a Chromebook package (device, case, charger, approved apps) at no cost.
- 23. Do not attempt repairs. Report damage or malfunctions to the campus office immediately.
- 24. First accidental damage: \$50 repair fee. Subsequent damage, loss, or theft: up to full replacement cost (≈ \$300) plus any reformatting fees.
- 25. Report lost or stolen devices to campus administration immediately; police report required for theft.
- 26. BISD will remotely lock or disable lost/stolen devices and may involve law enforcement.
- 27. Withdrawing students must return the Chromebook and all accessories in good condition on or before their last day.

Technical Support & Incident Reporting – If your Chromebook is not functioning, submit a help-ticket via the BISD Tech Help Desk by emailing tech@brackettisd.net between 7:30 a.m. and 4:00 p.m. Do not attempt repairs yourself. A loaner may be provided if the issue cannot be resolved within one school day.

5. Acceptable Use

Content Filtering – BISD employs a CIPA-compliant web-filtering system that remains active on all student devices, on and off campus. The filter blocks non-educational, explicit, or otherwise inappropriate content and logs browsing activity. Disabling, modifying, or attempting to bypass the filter is strictly prohibited and may result in loss of device privileges, monetary fines, and/or other disciplinary action.

Use district technology for educational purposes consistent with BISD's mission. All Board policies, the Student Handbook, and staff directives apply.

5.2 Digital Citizenship & Online Etiquette

Students are expected to demonstrate responsible digital citizenship: communicate respectfully, cite sources, protect their digital footprint, and consider the impact of their words and actions online. These expectations align with the ISTE Standards and apply to all BISD platforms and public forums.

5.1 Prohibited Conduct (non-exhaustive)

- Accessing, creating, or distributing obscene, harassing, discriminatory, or illegal content.
- Engaging in illegal activity, copyright violations, or plagiarism.
- Personal use that interferes with learning or system operations.
- Sharing passwords or attempting to bypass security or filters.
- Hacking, vandalism, or introducing malware.
- Attaching unauthorized devices to the BISD network.
- Commercial, political, or for-profit activities.

Violations may result in disciplinary action and liability for damages.

6. Student Security

- 28. Never post personal addresses, phone numbers, or other sensitive information online.
- 29. Cameras are prohibited in locker rooms and restrooms.
- 30. Staff must protect student data in accordance with FERPA.
- 31. District e-mail is for school-related communication only and may be monitored at any time.

Cyberbullying & Reporting – Cyberbullying—including harassment, threats, or humiliation via e-mail, messaging, or social media—is strictly prohibited. Students should report incidents immediately to a teacher, counselor, or administrator; the district will investigate reports in accordance with the Student Code of Conduct and may involve law enforcement.

7. Disclaimer

BISD makes no warranties, express or implied, for the services and resources it provides. The district is not responsible for:

- Accuracy or quality of information obtained online;
- Loss of data, service interruptions, or device damage;
- Unauthorized financial obligations incurred through district resources.

8. Student & Parent Agreement

- Care for the Chromebook and keep it in its case.
- Charge it nightly.
- Use it for educational purposes and follow BISD policies.
- Permit inspection without notice.
- Accept financial responsibility for loss or damage caused by negligence or abuse.
- Return the Chromebook, case, and charger in good condition when requested.

Student Name (print)	_____
Student Signature	_____ Date: _____
Parent/Guardian Name (print)	_____
Parent/Guardian Signature	_____ Date: _____
Parent Phone	_____