



Dear Parent/Guardian:

We truly believe it is our responsibility to encourage and motivate students to be college and career ready upon graduation and to be lifelong learners. Most importantly, at BCA we have teachers and support staff that are so capable and competent that they can inspire students to achieve this goal. As parents, you are aware that the needs of the future will be much different from those of the past, and this will require us to transform how we teach to ensure that all our students have constant access to information, filtered through a biblical worldview to become critical thinkers, talented problem solvers, and efficient collaborators and communicators.

What an exciting time this will be for students and staff. As we undertake this wonderful adventure in learning, we ask for your patience and seek any suggestions that will help us be more successful.

RECEIVING/RETURNING BCA OWNED iPADS

Distribution of BCA Owned iPads

Parents/guardians must sign:

- Use of Technology Resources and Internet Acceptable Use Policy (Appendix A)
- Parent/Guardian Email/Application Consent Form (Appendix B)

Return of BCA Owned iPads

Students transferring out of or leaving BCA during the school year must return the BCA owned iPad (including power cords, cases and any other BCA or school issued accessories) before leaving the school.

If a student returns his/her BCA owned iPad damaged, costs for replacement or repairs are the student's responsibility. The BCA will charge the student the cost of needed repairs, not to exceed the replacement cost of the BCA owned iPad.

Identification of BCA Owned iPads

Each student's BCA owned iPad will be labeled in the manner specified by the BCA.

BCA owned iPads can be identified by serial number, as well as by the BCA inventory label.

CARING FOR BCA OWNED PADS

Taking Care of BCA Owned iPads

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the designated school representative for an evaluation of the equipment at the earliest possible opportunity. In the event the device is lost or stolen while off campus, the student or parent must report the loss to the school and file a report. All losses must be reported within a 48-hour time period. The iPad is the property of BCA and all users will follow these guidelines that comply with the Use of Technology Resources and Internet Acceptable Use Policy (Appendix A).

Care of Screen: Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that it applies pressure to the screen.

Use only a dry soft cloth or anti-static cloth to clean the screen. Do not use cleansers of any type. Do not bump the BCA owned iPad against lockers, walls, car doors, floors, etc., as it will crack and break the screen.

Appropriate Device Use and Care at School

Devices should only be stored in lockers.

Keep your device in the BCA issued case always.

Never leave the device unattended for any reason.

Ensure that the device is resting securely on the desk top.

Follow all directions given by the teacher. Failure to follow BCA policies and teacher instructions could result in disciplinary action.

Books and/or binders should never be placed on top of the device. If the device is not in use, it should either be placed on top of a desk/table. A device should never be on the floor

Extreme care should be taken when near food or drink.

Appropriate Device Use and Care at Home

Students are responsible for keeping their iPad's battery charged for school each day. If lost or damaged, it is the student's/parent's responsibility to replace the charger with an Apple brand charger or school approved replacement charger.

The power cord/charger should remain at home.

Cords and cables must be inserted carefully into the iPad to prevent damage.

The device stays in the BCA issued case, even while charging.

Use the device in a common room of the home.

Place the device on a desk or table — never on the floor!

Protect the device from: Extreme heat or cold. Food and drinks. Small children. Pets.

Do NOT leave the device unattended in a vehicle.

USING BCA OWNED IPADS

Expectations

BCA owned iPads are intended for use at school each day. Students are responsible for bringing their BCA owned iPad to all classes, unless specifically instructed otherwise by the teacher. In addition to a teacher's expectations, students may access school messages, announcements, calendars, and schedules using their BCA owned iPad. Do not wait until the last minute to complete assignments. Internet and software glitches can occur without warning. Give yourself adequate time!

BCA Owned iPads Left at Home

Students who leave their BCA owned iPad at home are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action.

Home Internet Access

Students may establish WIFI connections with their BCA owned iPads outside of school. Students can then use the mobile computing device wherever access is available.

Use of Camera

The BCA owned iPad comes equipped with both front and rear facing camera and video capabilities. The use of a camera in restrooms, locker rooms, or on the school activity bus is strictly prohibited.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the BCA's Use of Technology Resources and Internet Acceptable Use Policy (Appendix A). BCA retains the rights to any recording and/or publishing of any student's or staff member's work or image.

MANAGING FILES AND SAVING WORK

Saving Student Information

Students will save and back up their work. It is the students' responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions may not be an acceptable excuse for not submitting work.

Network Connectivity

BCA makes no guarantee that the network will be available 100% of the time. In the rare case that the school network is down, the BCA will not be responsible for lost or missing data.

APPLICATIONS ON BCA OWNED iPADS

Originally Installed Applications

Applications originally installed by BCA on each BCA owned iPad must remain on the BCA owned iPad in usable condition and readily accessible always.

Students may not remove these required applications, and school staff will periodically check BCA owned iPads to ensure that students have not removed them. The school may also add other applications periodically.

Some licenses for applications require that the application be deleted from the BCA owned iPad at the completion of a course. If this applies to an application student's use, a staff member will re-sync the devices for students in that course.

Additional Applications

Students will be permitted to load additional applications on their BCA owned iPads if they do so in accordance with the BCA's Use of Technology Resources and Internet Acceptable Use Policy (Appendix A). Students are required to abide by any additional school policies.

Inspection

School administrators may randomly select students and ask them to provide their BCA owned iPad for inspection.

Procedure for Reloading Applications

If technical difficulties occur or illegal software is installed, the iPad will be restored to factory default. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Updates

Upgrade versions of licensed software/apps may be available. Students may be required to perform these updates on their own, or be asked to turn their iPad in to BCA support for maintenance.

DIGITAL CITIZENSHIP

Using Technology Appropriately

Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.

BCA expects students to use technology appropriately and responsibly, whether in electronic communication or participation.

BCA Responsibilities

The school will provide students with access to the Internet during the school day.

School staff will help students conduct research and ensure student compliance with the BCA's Use of Technology Resources and Internet Acceptable Use Policy (Appendix A).

Filtering/blocking of inappropriate Internet materials is provided when students access the Internet via the BCA's access points.

BCA reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via BCA owned equipment and resources.

Student Responsibilities

Students will abide by the BCA's Use of Technology Resources and Internet Acceptable Use Policy (Appendix A) and:

- contact an administrator about any security issue they encounter.
- monitor all activity on their personal account(s).
- always shut down and secure their BCA owned iPad after use to protect their work and information.
- report email containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.
- return their BCA owned iPad to the issuing school on the date they withdraw from school or transfer to another school. (This also applies to seniors who leave school mid-year or who graduate.)

Parent/Guardian Responsibilities

Parents should talk to their children about the values and standards they expect their children to follow as they use the Internet and about their use of all other media information sources such as television, telephone, movies, radio, etc.

Legal Propriety

Students will comply with trademark and copyright laws and all license agreements (ex. no music should be illegally downloaded). Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the BCA Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to BCA policy consequences. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the BCA.

All rules and consequences in individual school student handbooks and BCA policy will also apply to the iPad guidelines

Email Use

BCA One will provide users with an email account for school-related communication. Availability and use of email will be restricted.

Email accounts should be used with care. Users should not send personal information, should use appropriate language, and should only communicate with others as allowed by BCA policy.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

DAMAGE OR LOSS OF BCA OWNED PADS

Terms of the BCA Owned iPad Agreement

BCA has set a priority to protect the investment by both the BCA and the student/parent/guardian.

Students will comply at all times with BCA's Parent and Student Agreement.

Failure to comply ends a student's right of possession effective immediately.

Students/Parents/Guardians are responsible for all damage to their BCA owned iPad and will be charged the full cost to replace any damages parts issued by BCA.

Title

Legal title to the property is with the BCA and shall at all times remain with the BCA.

The right of possession and use is limited to and conditioned on full and complete compliance with the Parent and Student Agreement (Appendix A).

The student is responsible at all times for the appropriate care and use of the mobile computing device.

Liability

- BCA reserves the right to demand return of the BCA owned iPad at any time.
- BCA owned iPad agreements are good for one year, unless the agreement is terminated earlier.
- Failure to return the BCA owned iPad to BCA before departure from the BCA may result in criminal charges brought against the student or parents/guardians and/or the person in possession of the BCA owned iPad.
- In the event a BCA owned iPad is stolen, lost, or vandalized on campus, etc., the student or parent/guardian must report the theft or loss to the school and pay the full cost for replacement.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated. BCA holds the parent responsible for replacing any stolen or damaged part at full cost.

DISCIPLINE AND MISUSE

BCA views the use of the iPad as central to the delivery of its educational program and expects that all students will use these devices as an essential part of their learning experiences. It is the policy of BCA to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore technological devices, come responsibilities for the parent and for the student.

When signing the Student/Parent Responsible Use Agreement, you are acknowledging that you understand and accept the information in this document.

At Home Responsibilities

The parent/guardian must agree to monitor student use of the device at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Parent/Guardian Monitoring Suggestions:

- Investigate and apply parental controls available through your home-based Internet service provider and/or your wireless router.

- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.

- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.

- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when using a BCA-owned iPad. In general, this requires efficient, ethical, and legal utilization of all technological devices. Violations of these rules and guidelines will result in disciplinary action. Please reference the materials specific to each school or contact school directly for details.

Students will receive device-related training at school on proper use and digital citizenship. Below you will find a review of the rules and guidelines.

Electronic Resource Policy and Responsible Use Procedures:

- All Use of Technology Must: Support learning. Follow local, state, and federal laws. Be school appropriate, in other words, reflect a Biblical Worldview.

Security Reminders:

- Do not share logins or passwords unless asked to do so by parent/guardian or school personnel.

- Do not develop programs to harass others, hack, bring in viruses, or change others' files.

- Follow Internet Safety guidelines

Activities Requiring Teacher Permission During Instructional Time:

- Playing content-related games
- Sending email
- Using headphones in class, where related
- Use of camera for pictures or video

Activities PROHIBITED on School Property:

- Instant-messaging (e.g. Face Time, Snap Chat, KIK, Yik Yak, etc.)
- Playing non-educational games
- Downloading programs, music, games, and/or videos
- Using a Hot Spot with a BCA-owned device

Inappropriate Content — All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- Alcohol, tobacco, or drugs
- Gangs
- Obscene language or nudity
- Bullying, harassment, discriminatory, or prejudicial behavior
- Illegal activities

Email for Students

Purpose

All BCA students are issued an email account. Email allows students to safely and effectively communicate and collaborate with BCA staff and classmates, giving them an authentic purpose for writing. The effective use of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders:

Email should be used for educational purposes only.

- Email transmissions may be monitored by the school at any time to ensure appropriate use. This means that any school personnel may check students' email.
- All email and its/their contents are the property of the BCA.
- Email should only be used by the authorized owner of the account. Students need to protect their passwords.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, images, etc.)
- Harassment, profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, political activities, or illegal activities

Webcams

Purpose

Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Important Note:

BCA retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to record, take, or publish a photograph or video of any person. Unauthorized recordings are subject to disciplinary action in accordance with BCA School Board Policy.

Media

- Listening to music on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
- Gaming:
 - Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.
 - Printing of any documents that require printing should be submitted to your teacher.

Wallpaper: Any images set as the wallpaper must be in line with the Acceptable Use of Technology Resources Policy. Inappropriate media may not be used as wallpaper. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action. Wallpaper should reflect a Biblical Worldview from a student's perspective.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law

Technology Discipline

Behaviors and Discipline Related to Student Device Use

The following behaviors will be treated as corresponding "traditional" behaviors and appropriate consequences will be assessed by the Chief School Administrator.

TECH-RELATED BEHAVIOR	EQUIVALENT "TRADITIONAL" BEHAVIORS
Email, instant-messaging, Internet surfing, games, or any other off-task behavior	Classroom Disruption
Removing Case/Damaging of Defacing Device	Defacing School Property
Cutting/Pasting without citing sources	Plagiarism
Cyber-bullying	Bullying/Harassment
Use of profanity or inappropriate language	Inappropriate Language
Accessing pornographic material or inappropriate files	Bringing pornographic/inappropriate material to school
Accessing files potentially dangerous to network	Vandalism/Technology Policy Violation
Using electronic account authorized for another person without permission	Breaking into another student's locker

The following behaviors could result in the possible loss of device or loss of access to BCA network.

TECHNOLOGY VIOLATIONS (cont'd)
Examples of potential behaviors unique to digital environment without "traditional" behavior equivalent
Chronic, tech-related behavior violations (see above)
Making use of electronic resources in a manner that serves to disrupt use of network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the BCA's Internet filter
Modification to BCA browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

School-Based Discipline

The discipline policies at BCA encompass the one-to-one environment.

Progressive Discipline Example

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

- Warning
- Classroom Intervention
- Parent Contact
- Loss of Device for Class Period
- Loss of morning breaks
- Referral to Chief School Administrator
- Loss of Device for School Day(s)
- Permanent Loss of Device
- Out-of-School Suspension
- Expulsion

Classroom Interventions

For low-level infractions, classroom intervention will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

BCA may remove a user's access to the network without notice at any time if the user is engaged in any type of unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

- Using the network for illegal activities, including copyright, license, or contract violation.
- Unauthorized downloading or installation of any software including shareware and freeware.
- Using the network for financial or commercial gain, advertising, political lobbying, or illegal activities.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account or password, or allowing another user to access your account or password.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the network.
- Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
- Falsifying permission, authorization, or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or other electronic device and/or network.
- Attempting to access or accessing sites blocked by the BCA filtering system.
- Downloading music, games, images, videos, or other media at school without permission of the teacher.
- Sending or forwarding social or non-school related email.

TECHNOLOGY RESOURCES AND INTERNET ACCEPTABLE USE POLICY
STUDENT/PARENT CERTIFICATION FORM

As the parent/legal guardian of this student, I have read and understand BCA's technology resources and Internet acceptable use policy and administrative rule. I understand that BCA technology resources and access is designed solely for educational purposes. I further understand that if my child violates these conditions and rules, his/her technology access privileges may be revoked for up to one year and disciplinary consequences, up to and including a recommendation of expulsion, may be taken.

Parent/Legal guardian

Date

I have read and understand the BCA's technology resources and Internet acceptable use policy and administrative rule and agree to abide by the conditions and rules contained in them. I further understand that violations of these conditions and rules are unethical and may constitute a criminal offense. Should I commit any violation, my technology access privileges may be revoked for up to one year, disciplinary action may be taken and appropriate legal action also may be instituted.

Student

Date



Consent to the BCA Acceptable Use Policy

(This form must be returned to the school, completed, and signed by a parent/guardian, **BEFORE** the student will receive an iPad.)

Student Pledge for Use of BCA-Owned iPads

1. I understand that this iPad is the property of BCA and is on loan to me as long as I am a student in good standing at BCA.
2. I understand that the BCA issued iPad is subject to inspection at any time without notice.
3. I will not remove the iPad from the BCA issued protective case.
4. I will follow BCA policies outlined in the BCA's Acceptable Use Policy both on and off campus.
5. I will take proper care of the iPad.
6. I will not lend the iPad, charger, and cords to others.
7. I will be accountable for the iPad at all times.
8. I will charge the battery of the iPad daily.
9. I will not leave the iPad in an unsecured location.
10. I will use extreme caution with the iPad around food and beverages.
11. I will not attempt repairs or take the iPad to an outside source for repairs.
12. I will not remove BCA-required applications nor modify or alter the IOS of any iPad, also referred to as jailbreaking.
13. I will not stack objects on top of the iPad.
14. I will not leave the iPad outside or use it near water.
15. I will save and back up their work. It is my responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
16. Students are ultimately responsible for saving all their personal files.
17. I will not deface the serial number, manufacturer labels or BCA labels on any iPad.
18. I will report to the school office in case of theft, vandalism, or other violation.
19. I will be responsible for all damage or loss caused by neglect, or abuse and realize that my parents/guardians must pay for full replacement of any part that is damaged.
20. I agree to return the iPad, case, and power cords in good working order.
21. I agree to return the iPad, case, and power cords when I transfer or leave the BCA for any reason.
22. I will not take or utilize photos, videos, and/or audio recordings of myself or any other person without permission, nor will I use the above in an inappropriate manner.

By signing this document, I agree to the stipulations set forth in the above documents including the BCA Acceptable Use Policy.

Student (Print Name) _____

Student Signature _____

Parent/Guardian (Print Name) _____

Parent/Guardian Signature: _____

Parent/Guardian Email/Application Consent Form

(Must be signed for iPad or Chromebook use for all students under 13 years of age)

In our effort to inspire lifelong learners, promote academic skill, and engage students using 21st century technology skills, BCA supports a student/computing device program. To help ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world, BCA is offering access to selected websites, educational social networking sites, and online applications that offer safe, curricular-based environments.

Many of these tools and applications are available through websites, online applications, and other services provided by BCA. For students to take full advantage of the online resources available, students may need to create one or more online accounts. Because your child's safety and security are our number one priority, all websites and tools recommended by BCA have been thoroughly researched by experienced educators and are commonly used in education today.

Due to recent changes in the Children's Online Privacy and Protection Act (COPPA) any student under the age of 13 must have written parent consent to benefit from these digital learning communities.

Please read and initial below.

_____ I understand my child has an email account provided by the BCA that will be used when setting up accounts for instructional use. Students will only be able to send or receive emails to others within the BCA,

_____ I understand my child will be signed up for an individual account on BCA approved sites for instructional use.

_____ I understand that my child will have access to such programs approved by BCA.

I give consent for my child, listed below, to use online resources, create online educational accounts, and access web-based instructional applications.

Student Name (print): _____

Parent/Guardian Name (print): _____

Date Signed _____

Parent/Guardian Signature _____