



# Welcome to Bayfield High School

*Home of the Wolverines!*



24 South Clover Drive  
Bayfield, CO 81122  
(970) 884-2496

[www.bayfield.k12.co.us](http://www.bayfield.k12.co.us)

*Learning For All*



## REGISTRATION Checklist

Bayfield High School  
800 County Road 501  
Bayfield, CO 81122  
Phone (970) 884-9521 Fax (970) 884-4226  
bhs.bayfield.k12.co.us

### What to bring to registration:

(These items are required for attendance at Bayfield High School)

\_\_\_\_\_ **Birth Certificate/Proof of Age**  
(Official birth certificate, adoption record, or previously verified school records)

\_\_\_\_\_ **Immunization Records**  
The Colorado School Entrance Immunization Law requires ALL students to provide Proof of Immunization to attend Colorado schools OR to provide a qualifying form of exemption

\_\_\_\_\_ **Copy of Previous School's Transcript**  
(required before attendance starts)

\_\_\_\_\_ **Proof of Residence**  
(Your Home school or Open Enrollment)

\_\_\_\_\_ **Current Withdrawal Grades For Mid-Term Transfers** (if applicable)

Registration Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



# Bayfield School District 10 JT-R

## Student Enrollment Form

School: \_\_\_\_\_

Student's LEGAL Full Name (as appears on birth certificate)

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Suffix \_\_\_\_\_

Name Student Goes By \_\_\_\_\_ Gender  Male  Female

Birth Date \_\_\_\_\_ Grade \_\_\_\_\_ Date Enrolled in U.S. \_\_\_\_\_  
mm/dd/yyyy

**Student Information**

Student's Ethnicity/Is Student of Hispanic/Latino origin?  Yes  No

Student's Race In addition, select one or more of the following

- American Indian or Alaskan Native   
  Black or African American   
  Native Hawaiian or Other Pacific Islander  
 Asian   
  White

Home Address \_\_\_\_\_ Apt \_\_\_\_\_ Phone \_\_\_\_\_ Type \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*\*\*Complete if not the same as Home Address*

Mailing Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student resides with: (Check One)

- Both parents same household   
  Mother Only   
  Father/Stepmother   
  Legal Guardian   
  Relative  
 Both parents different households   
  Father Only   
  Mother/Stepfather   
  Foster Parent   
  Non-Relative

**Note:** When a student does not reside with both parents, additional information must be on file so that the school can determine who is responsible for the student. If there are applicable legal documents such as custody papers or guardianship, a copy should be provided to the school.

Additional children attending Bayfield School District:

**Household Information**

Last Name	First Name	Birthdate	School	Grade

**Media Release**

I grant permission to the Bayfield Public School District and its Board members, employees, agents, servants and representatives to use this student's name, photographic likeness, alone or in a group, in any Bayfield Public School District publication, document, TV production, video or to release said name or likeness to any media outlets including, but not limited to, newspapers, magazines or TV stations for publicity and/or recognition purposes.

Additionally, I extend permission to use this student's name and/or photographic likeness, alone or in a group, on the official web site of the Bayfield Public School District or a web site available through the official web site. I release the Bayfield Public School District, its Board members, employees, agents, servants, representatives and all organizations and individuals related to the Bayfield Board of Education's Internet Network from any and all liabilities or damages that result from the use of this student's name and/or photographic likeness as described above.

This permission shall remain in effect unless revoked by me and communicated to the Bayfield Public School District in writing.  Yes  No

Parent/Guardian Initials \_\_\_\_\_



# Bayfield School District 10 JT-R

## Student Enrollment Form

The following questions address the McKinney-Vento Act 42 U.S.C. 11435. This Act protects and supports the educational rights of students who do not have permanent housing. The responses help us determine if your student is eligible for additional services. This sensitive information will be kept confidential.

Our current living situation is: (Check one)

**Household Information**

- In owned or leased home with immediate family
- In leased apartment with immediate family
- Living with friends or extended family members due to economic hardship or lack of affordable housing
- In a shelter (emergency or safe-house)
- In a transitional housing program
- Awaiting foster care placement (not formally connected to the Department of Human Services)
- Living in a car, campground, motel, abandoned building
- Highly mobile, moving every few nights
- Inadequate housing (lacks proper kitchen, bathroom facilities, water or electricity)
- Unaccompanied youth (not in physical custody of parent/guardian) \* Told to leave, left on own, can't go back, etc.

### **Free and Reduced Price School Meals -Information Letter to Households**

Children need healthy meals to learn. Bayfield School District offers healthy meals every school day. Breakfast costs BPS/BIS \$1.25, BMS/BHS 1.50 and lunch costs BPS/BIS 2.75, BMS/BHS \$3.00. Your children may qualify for free or reduced price school meals.

Students in all grades that qualify for free or reduced price meals will receive breakfast at no charge. Students in preschool through 8th grade who qualify for reduced meals will also receive lunch at no charge. Reduced price lunch is \$.40 for students grades 9-12.

You can also find applications at any school office or apply online at [schoolcafe.com](http://schoolcafe.com)

Parent/Guardian Initials \_\_\_\_\_



# Bayfield School District 10 JT-R Student Enrollment Form

Name and address of school(s) attended in last 3 years (most recent first)

School Name \_\_\_\_\_ Grades Attended \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Previous School History**

School Name \_\_\_\_\_ Grades Attended \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Has student ever been retained?  Yes  No If yes, what grade? \_\_\_\_\_

Has student previously attended Bayfield Schools?  Yes  No

If yes, list school name \_\_\_\_\_

Is your student presently expelled or under consideration for expulsion from any school district?  Yes  No

If yes, list school name and district \_\_\_\_\_

Has your student ever received disciplinary action for behavior that was detrimental to the welfare or safety of other students or school personnel?  Yes  No

If yes, list school district and dates \_\_\_\_\_

**Special Services**

Does your student currently have any of the following plans? If yes, please provide a copy to the school

- Advanced Learning Plan (ALP)
- Individual Education Plan (IEP) for Special Services
- Modifications or accommodations under a 504 plan
- None

Has your student participated in any of the following programs?

- Gifted and Talented
- English as a Second Language Program
- Other Special Programs (specify) \_\_\_\_\_
- None

**Acknowledgement**

The information contained on this Student Enrollment form is true and correct. In accordance with Colorado Revised Statute, I acknowledge my obligation to ensure that every child under my care and supervision who is six years old by August 1 and under seventeen years old attends school.

Bayfield School District 10 JT-R is committed to a policy of nondiscrimination in relation to disability, race, creed, color, sex, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, and protected activity. Any harassment/discrimination of student and/or staff, based on the aforementioned protected areas will not be tolerated and must be brought to the immediate attention of the school principal, administrator/supervisor, or district nondiscrimination compliance/grievance coordinator.

Bayfield School District Nondiscrimination Compliance Coordinator:

Dot Clemens, HR Director

24 South Clover Drive Bayfield, CO 81122

[dclemens@bayfield.k12.co.us](mailto:dclemens@bayfield.k12.co.us) | 970-884-2496

Parent/Guardian Initials \_\_\_\_\_



# Bayfield School District 10 JT-R

## Parent/Guardian and Emergency Contact Form

**Parent/Guardian Information**

Parent Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Residence Address (if different from students) \_\_\_\_\_

Phones Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Military Status (please complete branch and status) \_\_\_\_\_ Branch \_\_\_\_\_

- |   |   |                                   |   |
|---|---|-----------------------------------|---|
| <input type="checkbox"/> Not Military         | <input type="checkbox"/> Active, Deployed | <input type="checkbox"/> Inactive | <input type="checkbox"/> Student Military Identifier Only |
| <input type="checkbox"/> Active, Not Deployed | <input type="checkbox"/> Injured          | <input type="checkbox"/> Retired  | <input type="checkbox"/> Transitioning Out of Active Duty |
| <input type="checkbox"/> Discharged           |   |                                   |   |

Parent Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Residence Address (if different from students) \_\_\_\_\_

Phones Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Military Status (please complete branch and status) \_\_\_\_\_ Branch \_\_\_\_\_

- |   |   |                                   |   |
|---|---|-----------------------------------|---|
| <input type="checkbox"/> Not Military         | <input type="checkbox"/> Active, Deployed | <input type="checkbox"/> Inactive | <input type="checkbox"/> Student Military Identifier Only |
| <input type="checkbox"/> Active, Not Deployed | <input type="checkbox"/> Injured          | <input type="checkbox"/> Retired  | <input type="checkbox"/> Transitioning Out of Active Duty |
| <input type="checkbox"/> Discharged           |   |                                   |   |

Primary email for school communications \_\_\_\_\_

Phone number for attendance and automated calls \_\_\_\_\_

Primary language spoken at home \_\_\_\_\_

Language preferred for calls/letters from school to home  English  Spanish  Other \_\_\_\_\_

**Please list Emergency Contacts Below**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Additional Information \_\_\_\_\_

Phones Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Additional Information \_\_\_\_\_

Phones Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Additional Information \_\_\_\_\_

Phones Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Parent/Guardian Initials \_\_\_\_\_

**Emergency Contacts**



# Bayfield School District 10 JT-R

## Student Health Information Update

Student \_\_\_\_\_ Grade \_\_\_\_\_ School Year \_\_\_\_\_ Physician Name \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_ Best Daytime Phone Number \_\_\_\_\_

**NOTE:** The following information is confidential and will be shared with school staff on a need to know basis

Birthdate \_\_\_\_\_

Does your child have any of the following **Physician Diagnosed** health problems? \_\_\_\_\_ mm/dd/yyyy  
**Explanation of Medical Concern**

- Physician Diagnosed Vision Problems  Yes  No \_\_\_\_\_
- Physician Diagnosed Hearing Problems  Yes  No \_\_\_\_\_
- Physician Diagnosed Speech Problems  Yes  No \_\_\_\_\_
- Physician Diagnosed Dietary Problems  Yes  No \_\_\_\_\_
- Physician Diagnosed Restrictions on Physical Activity  Yes  No \_\_\_\_\_
- Physician Diagnosed Seizures  Yes  No \_\_\_\_\_
- Physician RX Epi-Pen  Yes  No \_\_\_\_\_
- Physician Diagnosed Severe Allergies  Yes  No \_\_\_\_\_
- Physician Diagnosed Hearing Problems  Yes  No \_\_\_\_\_
- Physician Diagnosed Diabetic  Yes  No \_\_\_\_\_
- Physician Diagnosed Asthma (see other side)  Yes  No \_\_\_\_\_

Other Medical Comments/Concerns \_\_\_\_\_

- Has your child been seriously ill or hospitalized during the last year  Yes  No \_\_\_\_\_
- Does your child require any health services during the school day  Yes  No \_\_\_\_\_
- Is your child taking any medication on a regular basis  Yes  No \_\_\_\_\_
- Does this medication need to be administered during the school day  Yes  No \_\_\_\_\_

**IF YES: ALL MEDICATION MUST BE CHECKED INTO THE HEALTH OFFICE & yearly paperwork will need to be signed**

**Dental Exam:** Has your child had a dental exam in the past year (if no, your child will be included in the dental screening unless you choose to opt out.  Yes  No

**Emergency Care Permit:** When a child suffers any injury or illness while at school, an immediate and continuing effort will be made to contact the parents. In case of serious injury or illness, first aid will be rendered in accordance with local school policies.

*I give permission that the pertinent health information regarding the above named student be given to the appropriate school personnel at the discretion of the district nurse and health aide.*

Parent/Guardian Signature \_\_\_\_\_

PLEASE FILL OUT IF YOUR CHILD HAS  
**Physician Diagnosed ASTHMA**

Does your child have **Physician diagnosed** asthma  Yes  No

If **yes**, please complete the following

When was the child's last asthma attack

How often does your child have an acute episode

Does your student do breathing exercises that are helpful in managing their asthma  Yes  No

Does exercise induce episodes of asthma  Yes  No

If **yes**, please explain \_\_\_\_\_

Do certain weather conditions affect your child's asthma  Yes  No

If **yes**, which type of conditions and what actions do you normally take

Does your student understand their asthma and how to help manage it  Yes  No

How do you want the school to treat an asthma episode

Should the asthma medication be kept and used at school  Yes  No

If **YES: ALL MEDICATION MUST BE CHECKED INTO THE HEALTH OFFICE & yearly paperwork will need to be signed**

If your child is not responding to the medication, what action do you advise the school health office to take?

Is there anything (medically) that you would like the District Nurse and/or Health Aides to know about your student for the school year





# Bayfield School District 10 JT-R

## Home Language Survey

Dear Parents, the Office of Civil Rights requires school districts to maintain a form indicating the primary language used in the home, for each student enrolled. Please complete the following list for your child and return it to the office registrar. Parents should fill out one form per child enrolled in the district. Once a form has been completed for one student, it is not necessary to complete another for that child in the following years.

<b>Student Last Name</b>		<b>Student First Name</b>	
<b>Name of Parent/Guardian</b>	<b>Address</b>		
Did your child learn to speak another language before English? <input type="checkbox"/> Yes <input type="checkbox"/> No			

How often is a language other than English spoken in your home? (mark one)

- Only English
- English more often than the other language
- The other language and English equally
- The other language more than English
- Only the other language and no English

Please describe the language spoken by your child (mark one)

- Speaks only English
- Speaks mostly English and some of the other language
- Speaks the other language and English equally
- Speaks mostly the other language and some English
- Speaks only the other language and no English

Please describe the language understood by your child (mark one)

- Understands only English
- Understands mostly English and some of the other language
- Understands the other language and English equally
- Understands mostly the other language and some English
- Understands only the other language and no English

If your child speaks or understands a language other than English, what is the language?

\_\_\_\_\_

If your child is exposed to any language(s) other than English, what is/are the language(s)?

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Bayfield School District 10 JT-R PowerSchool Portal

One of the many ways that Bayfield School District increases communication between teachers and parents is through the PowerSchool Portal.

This is a secure web-based application that will provide you with information on your student's grades, attendance, transportation information, and similar information. You can use the parent portal to update addresses, phone numbers, or other communication preferences that may occur in between yearly registration cycles.

Keeping your information up to date ensures that you are receiving important communications from the school district such as school closures, special events, and district news.

**\*If you have already created your PowerSchool parent portal account you will be able to log into the Parent Portal using your current user name and password.**

- ★ Bayfield Primary School: Lynn Ferguson | lferguson@bayfield.k12.co.us | 970-884-0881
- ★ Bayfield Intermediate School: Marie Knickerbocker | mknickerbocker@bayfield.k12.co.us | 970-884-9571
- ★ Bayfield Middle School: Rebecca McInnes | rmcinnes@bayfield.k12.co.us | 970-884-9592
- ★ Bayfield High School: Jenni Killough | jkillough@bayfield.k12.co.us | 970-884-9521

**It is not necessary to set up a separate account for each of your children.** Each parent/guardian can setup individual user accounts if desired. PowerSchool is based on "households", which establishes a relationship between a parent and all of their children who attend school in our district. This gives each parent/guardian one access point to view all available information for all of their children.

### To Log onto the Parent Portal

Visit Bayfield School District 10 Jt-R website ([www.bayfield.k12.co.us](http://www.bayfield.k12.co.us)) and hover over "For Parents", click on "PowerSchool and Alert Solutions"

A screen will appear asking for a PowerSchool assigned Username and Password to be entered. \*\* The first time you access the Parent Portal each parent/guardian will need to click on the *Create Account Tab* and enter your parent and student details as well as the Access ID and Access Password provided by the school secretary. Follow the directions to complete the creation of your user account name and password.

After entering the required information the PowerSchool Parent Portal home page will appear.

If you lose your activation key or cannot access your account because it has been disabled (accounts are disabled after three unsuccessful attempts to log in using an incorrect password) you may contact the secretary.

All attendance information is available in real-time for all students. For parents/guardians of middle and high school students our teaching staff is being asked to have up-to date information on assignments available by Friday morning of each week.



**Bayfield School District 10 JT-R**  
**Request for Student Records**

Request for Records		
Student First Name	Student Middle Name	Student Last Name
Student's Grade	Last Day of Attendance	Date of Birth

The following records are hereby requested:		
Transcripts or Report Cards	Discipline/Behavior Records	
Test Date/Standardized Test Scores	Immunization Records	
English Language (ELL) test score	Health/Medical Records	
List of Courses & Grades	Sports Physical Documentation	
Attendance Records	Psychological Records/Sociological records	
Individual Literacy Plan	Threat/Risk Assessment	
IEP (Individual Education Plan) if applicable	Birth Certificate	
504 Plan (if applicable)	Other	
Signature of Requesting School Representative	Title	Date

**Please mail, fax or email to:**

**Bayfield High School**  
**Attention: Registrar**  
 800 County Road 501  
 Bayfield, CO 81122  
 Phone: 970.884.9521  
 Fax: 970.884.4226  
 amiglinas@bayfield.k12.co.us



# Bayfield School District

## Chromebook Program 2018-2019

\*\*Bayfield School District 10JT-R reserves the right to modify the program or the terms of use at any time and without notice.

### **SECTION 1: THE TERMS OF THE LOAN**

The Bayfield School District will issue a Chromebook to each student in the middle and high schools upon satisfactory completion of required paperwork. Bayfield School District 10JT-R retains ownership of the Chromebooks, and reserves the right to repossess, monitor, inspect, copy, review and store them at any time and without prior notice.

Students and their parents/guardians may be subject to loss of privilege, disciplinary action, legal action, and be held financially responsible for the replacement cost of the Chromebook in the event of intentional damage and/or violation of policies and guidelines as outlined in this agreement as well as Bayfield School District Information Technology User Agreement.

A student's possession of the Chromebook concludes upon a collection date set by the district, unless there is a reason for earlier termination as determined by the district. All district-issued items, including the Chromebook, charging peripherals, and case, must be returned immediately when a student withdraws from Bayfield School District 10JT-R.

Failure to return the district-owned Chromebook and accessories in a timely manner and/or the continued use of it for non-related school purposes will be referred to school administration and/or law enforcement. Until paid for or returned, a hold on the student's records will be in place.

### **SECTION 2: DAMAGE, LOSS OR THEFT**

**THEFT:** The user is required to immediately notify the school district in all cases of stolen or lost Chromebooks. It is the responsibility of the user to file a police report and continue communication between the police and the school district. Loss due to the user's negligence (leaving the Chromebook on top of a locker, in an unlocked locker, or unattended backpack) will not be considered theft. It is a crime to file a false police report.

Whether or not the student has insurance, students/parents/guardians are responsible for the full replacement cost of a LOST Chromebook.

**Insurance:** The user will purchase a nonrefundable \$25 insurance plan for each Chromebook that is issued to students. The insurance fee is the financial responsibility of the user's family. Students who qualify for free/reduced lunches can have the initial insurance fee waived or

reduced. Subsequent breakage is subject to additional fees. (The qualification must be active for the current year. Please contact district administration for details.)

If the user chooses NOT to purchase the \$25 insurance, all damages will be the full responsibility of the family, with the average replacement value of \$267.00.

### **Incidents COVERED by insurance**

In order for insurance to cover incidents:

- Any lost or stolen Chromebook must be reported to the library as soon as possible.

The insurance fee covers accidental damage, including but not limited to: liquid spills, power surges, drops, falls, collisions, vandalism, flood, fire, and smoke, as well as damage to batteries and AC adapters. If a Chromebook is damaged, the technology support team will work with the student and Dell to determine if it is a warranty or insurance claim incident.

The user agrees to the following fee schedule in the case of a damaged Chromebook covered by insurance:

- 1st Incident: No Charge
- Subsequent Incidents: \$50 deductible

### **Incidents NOT COVERED by insurance**

Insurance does NOT cover loss, neglect, or abuse of the Chromebook and/or accessories. For example, throwing the Chromebook or using the Chromebook as an umbrella are examples of neglect or abuse. Lost chargers (brick and/or cord) are NOT covered by insurance. In such instances, it is the user's financial responsibility to replace the Chromebook/accessories at the district's current replacement cost. Manufacturer's defects will be covered by warranty.

### **Opt in/opt out**

By opting in, parents/guardians of 9th through 12th grade students agree to grant permission to bring the Chromebook home. Parents acknowledge that once away from the school's network, the Chromebook **does not** have a technology protection measure to filter inappropriate Internet content.

Whether or not parents/guardians decide to have their student bring the Chromebook home, students will benefit from exciting, interactive, and rich learning experiences using the Chromebook at school on a filtered network.

### **SECTION 3: SECURITY AND IDENTIFICATION**

Chromebooks are highly portable and subject to theft, and the Chromebook is the sole responsibility of the student. Users must take care to keep the device secure at all times and take precautions to prevent crimes of opportunity. Chromebooks must be in the student's possession, locked in the student's locker, or otherwise secured during the school day. Any Chromebook left unattended is at risk of being stolen or damaged. If an Chromebook is found and is unclaimed, it will be taken to the school's library. During after-school activities, students are still expected to maintain the security of the Chromebook.

The district's barcode **must not** be removed from the device.

Students are responsible for the safety, maintenance, and use of the devices issued to them and should not lend the device to anyone.

### **SECTION 4: INTERNET ACCESS/FILTERING**

Access to the Internet comes with the possibility of retrieving inappropriate content; therefore, adults must do their best to educate children of the proper uses of technology.

#### **In School**

District-wide networks are equipped with technology protection measures to help ensure users are as protected as reasonably possible from inappropriate online content while they are at school. The school cannot guarantee that access to all inappropriate sites will be blocked. Students may accidentally or purposefully circumvent these precautions and restrictions. Any Chromebook application that accesses the Internet poses a risk of exposure to graphic, highly controversial, or potentially dangerous content.

#### **At Home**

Parents assume the responsibility for student use of the device at all times and from any location while away from school. The district-issued device **does not** have a technology protection measure to filter inappropriate Internet content off campus. Bayfield School District does not provide Internet access for home use. The district strongly encourages parents/guardians to secure their home network, but they should be aware that any other public access point will likely be unfiltered.

### **SECTION 5: CONTENT**

#### **Inappropriate access**

Any activities not directly related to teacher-directed classroom instruction are considered inappropriate use. These include but are not limited to: texting, Hangouts, and social networking, and are not permitted during class time.

No student shall intentionally attempt to circumvent the district content filter to gain access to inappropriate sites or content.

Any unauthorized access to another's Chromebook or account will be treated as theft and/or hacking, and it will be handled according to the Bayfield School District discipline matrix and/or law enforcement.

### **Audio/Video Recording and Photos**

Students may record audio or use the camera to record still photos or video in a classroom or at a school outing or event only with the prior consent of the teacher, coach, or responsible faculty member. Common courtesy dictates asking permission to take a person's photo or make an audio or video recording of the person. At all times, students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo, especially in the classroom environment. Students must not share any audio, video, or photographic likenesses without express consent from all parties involved. Bathrooms and locker rooms are considered private areas. Recording or photo equipment is not to be used in these areas at any time. Use of recording and photo equipment is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

### **Intellectual Property**

Copyright laws, plagiarism, and computer hacking are punishable by both school policy and state and federal law. If a student is in doubt about how to properly give credit for digital content or how to avoid breaking privacy or proprietary laws while using the Chromebook or any other electronic device, it is the student's responsibility to seek guidance from a teacher or librarian.

### **Personal Media**

Inappropriate media may not be stored on any school device or associated with any district account. This includes but is not limited to: the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence. Possession of pornographic materials associated with minors is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

## **SECTION 6: GENERAL CARE**

Students are responsible for the care and safekeeping of the Chromebook registered to them. District-owned Chromebooks that are damaged or fail to work properly must be taken to the library as soon as possible.

Student-owned Chromebooks must be well-maintained and in good working condition. Repair is the responsibility of the owner.

Care should be taken to prevent the Chromebook, cables, and accessories from getting wet. This includes accidental food and beverage spills, excess humidity, and precipitation. Users should avoid exposing the Chromebook to long-term temperature extremes. The Chromebook should never be left in a vehicle.

The Chromebook should remain free of personalizing stickers, carving, labels, or markings, and it should be returned in good working condition no later than the designated collection date.

The screen of the Chromebook can be damaged if not cared for properly. It is particularly susceptible to damage from excessive pressure on the screen or case covering the screen. Do not lean on or place anything heavy against the Chromebook. If carrying an Chromebook in a backpack, take care that it is placed flat against other items, and that it does not receive extreme or uneven pressure against the screen. Use only a soft, clean cloth to wipe the screen. **Do not use cleansers of any type.**



## **Administrative Policy: Student Use of the Internet and Electronic Communications**

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of, and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors.

For purposes of this policy, "district technology device" means any district-owned computer, hardware, software or other technology that is used for learning purposes and has access to the internet.

### **Blocking or filtering inappropriate and offensive information**

Technology that blocks or filters material and information that is obscene, child pornography or otherwise harmful to any student, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is inappropriate, offensive or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

### **No expectation of privacy**

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using district technology devices. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

### **Unauthorized and unacceptable uses**

Students shall use district technology devices in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

*[NOTE: The Board has discretion to determine which uses are unacceptable. The following list provides examples the Board may wish to consider.]*

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

## **Security**

Security on district technology devices is a high priority. Students who identify a security problem while using district technology devices must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier

- gain or attempt to gain unauthorized access to district technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology may be denied access to the Internet, electronic communications and/or district technology devices.

## **Safety**

In the interest of student safety and security, the district shall educate students about appropriate online behavior, including cyberbullying awareness and response; and interacting on social networking sites, in chat rooms and other forms of direct electronic communications.

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

## **Vandalism**

Vandalism will result in cancellation of privileges and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion, and other disciplinary interventions. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

## **Unauthorized content**

Students are prohibited from using or possessing any software applications mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

## **Assigning student projects and monitoring student use**

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

## **Student use is a privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet, electronic communications and district technology devices is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in legal action and/or disciplinary action, including suspension and/or expulsion, in accordance with Board policy concerning suspension, expulsion and other disciplinary interventions. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually by September 15 if a returning student. All "new" students shall sign the agreement before Internet or electronic communications accounts shall be issued or access shall be allowed.

## **School district makes no warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Adopted: June 14, 2012  
Reviewed and Adopted: December 11, 2012  
Revised and Adopted: July 23, 2013  
Revised and Adopted: August 28<sup>th</sup>, 2018

LEGAL REFS.: 20 U.S.C. 675 *et seq.* (*Enhancing Education Through Technology Act of 2001*)

47 U.S.C. 254(h) (*Children's Internet Protection Act of 2000*)

47 C. F. R. Part 54 Subpart F (*Universal Support for Schools and Libraries*)

C.R.S. 22-87-101 *et seq.* (*Children's Internet Protection Act*)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

EGAEA, Electronic Communication

JB, Equal Educational Opportunities

JKD/JKE, Suspension/Expulsion of students



## 2018-2019 Chromebook Agreement Form

(Return to BPS Library)

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

I have read and agree to the terms and conditions of the Chromebook User Handbook found at [www.bayfield.k12.co.us/chromebookinfo/](http://www.bayfield.k12.co.us/chromebookinfo/). I want my student to have access to the district-issued Chromebook beyond normal school hours, and I grant permission for my student to bring the Chromebook home. I acknowledge that the school district **does not** provide internet filtering off campus and my student, accidentally or purposefully, might gain access to unfiltered, inappropriate, or non-educational material when using his/her Chromebook away from school. I hereby waive and release any and all claims against the school district that may arise as a result of the Chromebook being used by my student away from school to access unfiltered, inappropriate, or non-educational material. I take responsibility for my student's use of the Chromebook while he/she is away from school.

\_\_\_\_\_ By initialing here, I accept the terms of agreement.

### Insurance

\_\_\_\_\_ Enclosed is a \$25 (one time fee) for my student's Chromebook.

\_\_\_\_\_ I have been approved for Free/Reduced-Price School Meals for the 2018-2019 school year, and I would like the \$25 insurance fee waived. (Application and approval is required annually.)

**I acknowledge my selections above.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

(over)

**Families are responsible for understanding and complying with the stipulations set forth in the Chromebook Handbook ([www.bayfield.k12.co.us/chromebookinfo/](http://www.bayfield.k12.co.us/chromebookinfo/))**

- This Chromebook is on loan to the student from the school district. Any staff member may inspect the Chromebook at any time.
- Confiscation of the Chromebook may happen at any time and at the sole discretion of district personnel.
- Parents should know their student's passcode and regularly inspect the Chromebook and apps.
- Damage, loss, or theft must be reported to the school library immediately.
- Loss is NOT covered by insurance, nor is intentional damage.
- By signing the contract, students agree to keep the Chromebook in their possession at all times and treat it with respect.
- Activities not directly related to teacher-directed content are considered inappropriate use.
- School email must be working at all times.
- Inappropriate media may not be stored or viewed on the Chromebook.

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***Office Use Only***

Insurance paid \_\_\_\_\_ Chromebook received \_\_\_\_\_ Charger received \_\_\_\_\_

Serial Number \_\_\_\_\_

This Page for Calendar