

Agreement: School-Issued Laptops (Grades 9–12)

BJA issues a laptop to each full-time student in grades 9-12.

General Use

1. Have the battery fully charged when you arrive at school. Dead batteries do not excuse late or missing work.
2. Laptops are routinely monitored by teachers, administrators, and information technology staff. A user's privacy will be respected where possible, but BJA reserves the right to ensure the device is being used for educational purposes and within established guidelines. Individual searches of the machine, files, email, etc., may be made when there is a valid suspicion that guidelines have been violated. Parents are also encouraged to monitor their student's internet usage, online communication, etc.
3. Laptops may not be loaned to others. Another person may use the machine only with the student present and authorizing usage for educational purposes. The student is responsible for the actions of others using the laptop.
4. Problems with a laptop, including possible a breach of security, should be reported to the technology coordinator immediately.
5. Laptops and chargers must be returned to the school on the return date as announced toward the end of the semester or immediately if a student withdraws from school. Parents/guardians are responsible for cost of replacement or repair.
6. Violations of policy can result in disciplinary action and/or BJA repossessing the laptop.

Internet Access and Filtering

1. Laptops access the Internet through the Chrome browser only.
2. BJA/BJU provides browser filtering that attempts to block and monitor inappropriate websites. BJA cannot guarantee, however, that all inappropriate sites will be blocked. Students are responsible to follow BJA's technology guidelines (see current Parent-Student handbook).
3. BJA is not responsible for information obtained or given while on the network or Internet. Students should guard personal information such as a home address, home/cell phone number, information about family members, and personal interests. Information like this should not be published on a publicly accessible website.

Care

1. Do not delete any BJA-created folders or files that you do not recognize. This could result in laptop failure and interfere with your ability to complete classwork.
2. Do not attempt to reconfigure a laptop.
3. To avoid damaging the laptop, do not write, draw, paint, or place stickers/labels on it. Avoid eating or drinking near the laptop. Do not expose it to extreme heat or cold, direct sunlight, or ultraviolet light for extended periods of time. Do not remove the protective case from the laptop.
4. Carefully insert or remove cords, cables, and other removable storage devices. When charging the laptop, plug the power supply into the electrical outlet then plug the power cord into laptop. When disconnecting, reverse this process.
5. Each laptop and charger has identifying labels (i.e., BJA's asset tags and labels). Do not alter or remove these tags/label.
6. Parents/students are responsible for any exterior or internal damage to the laptop and related repair costs. Immediately report any damage to BJA's technology coordinator, do not attempt to make a repair yourself.

Loss or Theft

1. Students are expected to maintain the security of their laptops.
2. Contact the school office immediately if a laptop is stolen or lost. The general process is to make reasonable search at home and school, initiate the use of theft recovery services (by BJA; these services do not use the machine's webcam), file a police report (student/guardian), then submit a copy of the report to the school. Failure to report a stolen laptop within 48 hours may result the student being assessed the full cost of the laptop and charger.

BJA reserves the right to modify the terms of this program at any time.