



## Student/Parent Laptop Handbook



*“Investing in your Child’s Future”*  
2018-2019

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**A reminder that use of this educational tool is a privilege and not a right. Failure to adhere to the rules set forth in this handbook and the District’s Acceptable Use Policies may result in the loss of this privilege.**

**Terms:**

I acknowledge that I am the parent or legal guardian of a Laredo Independent School District student and have voluntarily accepted the option to have my child be issued a student laptop in connection with his/her education with the District knowing that I am not obligated to do so as a condition of my child's educational process.

As a condition of acceptance, compliance to the requirements set forth in this handbook and the Acceptable Use Policy of the District is required. If the student is found to be in non-compliance with these requirements, campus or district administrators may exercise the right to repossess the laptop.

**Title:**

It is understood and agreed upon that the laptop is, and shall remain, the property of the District. This agreement does not constitute any transference of property rights of the laptop. I shall not remove from the laptop, or permit to be removed, any serial number, model, name, or other indicia showing ownership.

**Loss or Damage:**

Loss, theft or any structural damage of the laptop must be reported to campus personnel no later than the next school day after the occurrence. If the incident occurred outside of District property, a police report must be turned in to the campus as soon as it becomes available.

After review of the incident, campus administration may impose a fee to the parent or guardian if damage or loss is due to negligence. (*TEA Code Section 31.104(d)*)

**Repossession:**

Failure to comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the laptop as designated the District, will result in the District using reasonable means to attempt recovery of the laptop.

**Lara Academy/Alternative School:**

A student sent to Lara Academy or any alternative school must return the laptop. Once student returns from the alternative school, the campus administration will make the decision on whether or not to reissue the laptop to student.

**Term of Agreement:**

The right to use and possession of the laptop terminates no later than the date designated by the District for the school year unless otherwise terminated by the District or upon withdrawal from the District.

**Return of Laptop:**

Failure to timely return the laptop may be considered unlawful possession of District property and the District will employ legal means to recover the laptop.

Laptop must be returned in "acceptable condition" as defined in the *19 Tex. Admin. Code §66.1205, §66.1203 and CMD(Legal) Education Code 31.104(d), (h); 20 U.S.C. 1232g; Gov't Code 552.114(b)(2)* which takes into the account the physical condition of the laptop and the condition of the software upon return. A fee may be assessed by campus or district administration if this criterion is not met.

## Maintenance of Laptop

*In acceptance of the laptop, I am to maintain the laptop in working condition, bring the laptop to get all repairs, updates, and upgrades as requested by the District's Technology Department and whenever reasonably necessary. All such repairs, upgrades, updates, modifications, maintenance, and alterations of hardware or software must be done ONLY by the District's Technology Department. The Work Order Process is stated below.*

### Work Order Process

- 1. Request written permission from teacher to take laptop to campus repair center.**
- 2. Take laptop to campus repair center.**
- 3. The technician asks for proof of teacher permission to bring laptop to campus repair center if during instructional time.**
- 4. A brief explanation of the issue/problem is given to the technician.**
- 5. The technician enters work order (student email must accompany work order).**
- 6. Upon receiving of the laptop, the technician troubleshoots laptop.**
- 7. If laptop needs to stay at repair center for further diagnostics which will take more than 2 days, a loaner laptop may be issued to student.**
- 8. An email will be sent to student and homeroom teacher when laptop repair is complete.**
- 9. Student will return loaner and pick up repaired laptop.**

## Table of Estimated Repair Pricing

Loss, Deliberate Damage, or Neglect	Repair/Replacement Costs
Broken Screen	\$85.00
Keyboard	\$25.00
Power Adapter + Cord	\$25.73
Battery	\$57.00
Re-image of Hard Drive due to violation of Acceptable Use Policy or other damages (graffiti, illegal software)	\$15.00

*The cost of any other parts needed for repairs will be based on manufacturer's current price list. It is campus or district administration's discretion to charge a fee for maintaining a machine if the repairs were found to be necessary due to negligence and/or the downloading of illegal software or files.*

The parent or guardian whose child has lost, had stolen or damaged a laptop due to negligence may be required to pay the replacement cost of the laptop based on the vendor's current price for a replacement laptop. This decision will be made by campus or district administration.

## Use of Laptops on the District Network

Laredo ISD is committed to the importance of a student being able to continue with his/her work when the laptop is experiencing problems. To assist with this problem the District is providing the following:

### **Loaner Laptop**

The campus will issue a loaner laptop if the maintenance required is to take longer than 48 hours.

### **Classroom Computers**

The campus has desktop computers in the classroom. Students can use these computers if they do not have their laptop available.

### **Laptops in for Repair**

From time to time, students may need to turn their laptop in to the Students as Technicians Office for repair. It is the District's goal to turn around repairs within 24 to 48 hours.

### **Internet Safety**

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked with the District content filter while students are using the Internet at school or outside the district. Students are considered in violation of policy if they try to access blocked sites.

## General Laptop Rules

### **Inappropriate Content & Graffiti**

Inappropriate content will not be allowed on laptops.

Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

If laptop is damaged due to negligence, students may be charged for replacement parts.

See Table of Estimated Repair Pricing on page 3.

### **Deleting Files**

Deletion of files or folders you do not recognize is not allowed. Deletion of certain files may result in the laptop not functioning properly and can interfere with the student's ability to complete class work.

### **No Loaning or Borrowing Laptops**

Do not loan laptops to other students. Do not borrow a laptop from another student. Do NOT share passwords or usernames.

### **Music, Videos, Games, or Programs**

Music, videos and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.

Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

Copyright infringement also violates the District's Internet Service Provider's terms of service and could lead to limitation or suspension of the District's Internet service.

Students found with illegal files on their computer, will have their laptop confiscated and re-imaged with a \$15 reimage fee assessed.

See more about copyright issues at [www.respectcopyrights.org](http://www.respectcopyrights.org)

### **Unauthorized Access**

Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable.

### **Transporting Laptops**

To prevent hard drive damage, laptops should be shut down between classes.

## Student Guidelines for Acceptable Use of Technology

### Resources

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CDROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

#### **1. Expectations are as follows:**

- ◆ Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a staff member.
- ◆ All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District's Web site.
- ◆ Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

#### **2. Unacceptable conduct includes, but is not limited to the following:**

- ◆ Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file-sharing software.
- ◆ Using the network for financial or commercial gain, advertising, or political lobbying.
- ◆ Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- ◆ Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
- ◆ Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- ◆ Wasting finite resources, i.e., downloading movies or music for non-educational purposes.
- ◆ 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, password, or ID card or allowing another user to access your account, password, or ID.
- ♦ Coaching, helping, observing, or joining any unauthorized activity on the network.
- ♦ Posting anonymous messages or unlawful information on the system.
- ♦ Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, 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 network.

**3. Acceptable use guidelines for the District's network computer online services are as follows:**

- ♦ Students will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives.
- ♦ Students are responsible for their ethical and educational use of the computer online services in the District.
- ♦ All policies and restrictions of the District's computer online services must be followed.
- ♦ Access to the District's computer online services is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer online services.
- ♦ The use of any District computer online services in the District must be in support of education and research and in support of the educational goals and objectives of the Irving Independent School District.
- ♦ When placing, removing, or restricting access to specific databases or other District computer online services, school officials will apply the same criteria of educational suitability used for other education resources.
- ♦ Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- ♦ Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the District's Student Code of Conduct booklet.

- ♦ Any parent wishing to restrict their children's access to any District computer online services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

**4. Network Etiquette:**

- ♦ Be polite.
- ♦ Use appropriate language.
- ♦ Do not reveal personal data (home address, phone number, phone numbers of other people).
- ♦ Remember that the other users of the District's computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
- ♦ Users should be polite when forwarding e-mail. The intent of forwarding email should be on a need-to-know basis.

**5. e-Mail:**

- ♦ E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- ♦ All e-mail and all e-mail contents are property of the District.

**6. Consequences are as follows:**

- ♦ The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
- ♦ Noncompliance with the guidelines published here or in the Student Code of Conduct may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to the consequences detailed in the Student Code of Conduct.
- ♦ Computer Crimes will result in criminal prosecution, as well as disciplinary actions by the District.
- ♦ Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- ♦ The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Texas Open Records Act; therefore, proper authorities will be given access to their content.

## FAQ's

1. Is there a cost to receiving a district issued laptop? No, not at this time.
2. Why is my child receiving a laptop? This is an initiative by the District to increase student achievement through the immersion of technology into the curriculum. The laptop is one form of this technology, which will aid the student in the educational process.
3. Must the laptop be brought to campus everyday? Yes, the laptop is an educational resource that is to be brought every day. Teachers will be developing lessons with the assumption of students possessing laptops. Not bringing the laptop to school may cause the student to fall behind.
4. May the laptop be personalized? No, the laptop is to maintain the same appearance as when it was issued by the District.
5. Who will be distributing the laptop? The laptop will be issued out by campus assigned personnel.
6. Will the laptop be kept all year round? Yes, unless otherwise informed, the laptop will remain with the student up until graduation or withdrawal from the District.
7. Who is responsible for the maintenance on my district issued laptop? The District is responsible for maintenance of the laptop but it is the student's responsibility to report a malfunctioning laptop to the District
8. What happens if the LISD Tag is removed from my laptop? If the LISD Tag should somehow be removed from the laptop, the student should report this to campus administration immediately.
9. May the student bring his own device to campus? Yes, so long as the student adheres to the Acceptable Use Policies.
10. Will the laptop be safe for student Internet use? All laptops are equipped with filtering software in accordance with the Children's Internet Protection Act.
11. Why didn't the laptop come with a mouse or backpack? The District wants a student's family to have the freedom of choice in backpack selection. Also, students all having identical District purchased backpacks would lead to students getting laptops mixed up with other students.
12. May the students connect to Internet at home or elsewhere such as restaurants with Internet capabilities? Yes, the students may connect their laptops to the Internet in locations outside the District.
13. What should I do if the laptop is stolen or damaged? If the laptop is stolen on campus, the student should inform campus administration immediately. If the laptop is stolen off campus, a police report must be filed and the report must be forwarded to campus administration as soon as it becomes available. All damages to the laptop must be reported to campus administration immediately.

Notes:



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