

La Pryor ISD

Student

Chromebook and

IPAD

Handbook



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Handbook Overview

This handbook is intended to provide essential information about the use of student Chromebooks and IPADs that are being issued by the La Pryor ISD. The one-to-one student and teacher Device program provide exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook:

The La Pryor ISD will issue Chromebook and/or IPAD devices to students for educational use only.

The Devices come with a built-in camera that should only be used for educational endeavors as instructed by a teacher.

In order for the District to guard against accidental damage, loss, or gross negligence, The District will hold both student and parent/guardian accountable for the reimbursement/repayment of such Accidental Damage/Loss/Gross Negligence of the issued personal educational device. *They are not all-inclusive and are subject to change.*

Possible Device/Equipment Charges/Reimbursement(s):

1. Kajeet and/or AT&T Smartspot WIFI: \$ 270.00 (includes device, wire, and charger)
2. Chromebook: \$ 280.00 (includes device, wire, and charger)
3. IPAD: \$ 300.00 (includes device, wire, and charger)
4. Backpack/Case: \$ 10.00
5. Reimage the Device: \$25.00
6. Power Adaptor: \$ 15.00

7. IPAD Protective Cover: \$ 30.00

8. Screen Repair: \$ 75.00

The fees associated with damaging or losing or gross negligence of the Device and/or peripheral items are listed on this page.

The La Pryor ISD Device and peripheral items not returned when students leave for the summer or transfer/withdraw from a campus may be considered stolen. Theft charges may be filed with the local authorities.

Internet content is monitored and filtered on all La Pryor ISD Devices. This includes use at school and off campus

Certain activities are monitored and filtered when students are logged into a La Pryor ISD G Suite for Education account, even when logged in on personal devices. Students should log out of the La Pryor ISD G Suite account when it is no longer in use to avoid unintentional monitoring and filtering of activities on the personal device.

Parents/guardians are ultimately responsible for all activities involving the La Pryor ISD Device and peripheral items while the student is off campus.

If a Device or peripheral item needs to be repaired or is lost, the student must report the need for repair or replacement to their campus administrator and they will place a work order for the IT Director. The Technology Department will work on repairs in the order that they are received and as quickly as possible. The student's report must be filed in the office and the required paperwork completed within 5 school days from the time of breakage or loss.

This handbook should be read carefully by students and parents/guardians. The agreement form included in this Device Handbook is a copy of what you and your student must sign prior to the student receiving the issued device and peripheral items.

Terms of La Pryor ISD Chromebook/IPAD Use

Acceptable Use: All students must comply at all times with the La Pryor ISD Student Guidelines for Acceptable Use of Technology found in the Appendix of this Device Handbook and in the LPISD Student Handbook, along with the other guidelines outlined in this Device Handbook and La Pryor ISD Board Policy CQ. Failure to comply may result in disciplinary action and could also result in suspension or termination of access to the Device and other District technology resources effective immediately.

Liability: If the Device or a peripheral item is accidentally damaged, lost, or stolen, the parent/guardian may be responsible for the cost of repair or the replacement value on the date of loss.

In the case of theft, the parent/guardian or the student must immediately file a report with the appropriate authorities and notify the Director of Technology and their Campus Principal.

If the Device is lost or damaged due to an intentional act or gross negligence (including transporting the Device outside the case), the parent/guardian will be responsible for the cost of repair or replacement.

The Device and peripheral items not returned at the end of the school year or when a student transfers/withdraws from a campus may be considered stolen. The District may involve legal authorities in recovering District property and theft charges may be filed.

Repossession: If the student and/or parent/guardian does not timely and fully comply with all terms of this handbook and the attached agreement form, La Pryor ISD reserves the right to come to you to pick up La Pryor ISD property at any time.

Scheduled Evaluations: Device and peripheral items may be evaluated each six weeks and also randomly checked to verify the condition and compliance with district policy.

La Pryor ISD Device Guidelines

Only La Pryor ISD Devices may be connected to the LPISD network. Students may not bring in or set up their own network. Personal device(s) (i.e. smart phone, iPad, Kindle, etc.) may only be connected to the La Pryor- Visitor network. La Pryor ISD Devices may not be connected to the La Pryor-Visitor network.

Students have no expectation of privacy in any content, material, or other information stored on, accessed or transmitted from, or used with the Device, whether at school or at home. The Device belongs to La Pryor ISD, and appropriate district and school officials may monitor a Device and/or access its contents at any time, for any reason, without notice.

If technical issues arise, students must notify a teacher or the campus repair center immediately.

Each Device is identified by a specific number and assigned to an individual student. To ensure that a student always has his or her assigned Device, students should not remove the identification tag on the Device and should not switch it from case to case.

All students must use the La Pryor ISD backpack or case with an identification tag. The identification tag must remain on the backpack or case at all times. If the identification tag is lost, the student must immediately notify the campus to obtain a replacement.

Students will be issued a La Pryor ISD backpack or case. Devices shall not be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the commons, the cafeteria, locker rooms, the library, unlocked classrooms, hallways, and any place outside of school that is not the student's home (e.g., in a vehicle). Any computer left in these areas will be collected by staff and taken to the campus Technology Director. Disciplinary

action may be taken for leaving a Device in an unsupervised area.

Files may not be deleted by anyone other than the original creator/owner of the file. Deletion of certain files can affect the performance of the Chromebook/Device and can interfere with the student's ability to complete class work, which may affect the student's grades.

Only the campus IT Director shall provide service to a La Pryor ISD Device. No outside computer services shall be used for any type of repairs or maintenance.

District installed settings shall not be deleted or altered including resetting the Device to factory default or placing the Device in developer mode. Adjusting the settings on any Device, yours or someone else's, may result in disciplinary action.

All use of the Internet must comply with district guidelines, policies, and applicable law. Log files are maintained on each Device with a detailed history of all Internet sites accessed and are subject to review by the District, regardless of whether the sites are accessed by the authorized student user or another person.

All Device files are subject to review by the District. Disciplinary action may be taken for violations of district guidelines and the district may report violations of law to appropriate law enforcement authorities.

Parents/guardians and students should be aware that certain activities are monitored and filtered when students are logged in to a La Pryor ISD G Suite for Education (GSFE) account, regardless of the device used to log in. If a student logs in to his or her La Pryor ISD GSFE account on a non-LPISD device (e.g., a personal computer at home, cell phone, etc.), he or she must log out of the GSFE account when it is no longer in use. Failure to do so could result in unintentional monitoring and filtering of activities on the

non-LPISD device for non-school purposes by the student or other individuals.

Student Responsibilities

As the primary users, students have specific responsibilities when using their La Pryor ISD-issued Device(s):

At all times, students are responsible for their assigned Device and peripheral items, whether at school or at home. Students are responsible for bringing their Device fully charged to school every day. Device(s) should not be charged while they are inside of their backpack/case.

Students must only use their assigned login credentials and accounts.

Device(s) must be transported in the La Pryor ISD provided backpack/case at all times. This means that students must place the Device in its proper backpack/case when traveling between classes and when traveling to and from school.

Damages occurring when a Device is transported outside the La Pryor ISD backpack/case will be considered an act of gross negligence and will not be covered by the District. Parent/Guardian will be responsible for Damage Coverage.

Students should not loan their Device or any Device component or peripheral item to another student for any reason.

Students may not play games, load or download any software, music, pictures, etc. on the Device unless instructed by a teacher to do so.

Device(s) come with standardized software already loaded. This standardized load may not be changed in any way.

When a Device or peripheral item is damaged, lost, or stolen, the student must immediately notify their campus principal and the campus administrator will notify the District's IT Director. The

campus principal will gather all information from the student and parent, then they will submit the required paperwork, no later than 5 school days, after the discovery of the issue or incident.

Do not hack or reset your Device.

If a student adds any unauthorized items to the Device, the student will be required to return the Device. The student must pay \$25.00 to re-image the Device or the district may place certain restrictions on the student's use of or access to district technology resources.

Students must use cloud storage (Google Drive or OneDrive) responsibly.

Students shall not place decorations or markings of any kind (stickers, decals, writing, etc.) on the Device or a La Pryor ISD-provided backpack/case.

Students shall not use any inappropriate images or media as a screensaver or background.

Students shall use the Device's camera responsibly and with good judgment, as required under District policies and the Student Handbook.

If you must leave your Device unattended, make sure it is in a secured location (i.e. locked classroom or locker).

Do not add a credit card or set up Google Wallet to make any purchase, such as music or unapproved apps/extensions or personal purchase items.

Streaming of videos or music or movies or other unauthorized items is prohibited. To preserve the amount of WIFI bandwidth that each student has available, the District

is asking students to reserve their use of the school issued mobile WIFI device for school purposes only.

Parent Responsibilities

Parents/guardians are responsible for monitoring their student's use of the Device and peripheral items while at home and away from campus at all times.

Parents/guardians must review with their student the Student Guidelines for Acceptable Use of Technology of this Chromebook and IPAD Handbook and in the La Pryor ISD Student Handbook, as well as La Pryor ISD Board Policy CQ, available at: <https://pol.tasb.org/Policy/Code/1276?filter=CQ>.

Parents/guardians are responsible for monitoring their student's activities on the Internet on a regular basis.

Parents/guardians should regularly inspect their student's device and peripheral items and encourage them to report items that need to be fixed.

Parents/guardians should ensure that their student returns the Device and all peripheral items at the end of the school year or when their student withdraws from a La Pryor ISD campus.

La Pryor ISD Backpacks or Cases

All students must use a La Pryor ISD provided case with the Device. La Pryor ISD provided cases are designed especially for use with each individual Device model, and La Pryor ISD may confiscate a student's Device and/or take disciplinary action, as appropriate if the student is not using the La Pryor ISD provided backpack or case for the student's Device.

Device(s) must be transported in the La Pryor ISD provided backpack or case at all times. This means that students must place their Device in its backpack or case when traveling between classes and when traveling to and from school.

Damages occurring when a Device is transported outside the La Pryor ISD issued backpack or case will be considered an act of gross negligence and will not be covered by the District. Parent(s)/Guardian(s) will be responsible for Damage Coverage at their own personal expense.

Students are expected to keep and use the same case for the academic school year (including over the summer), as long as the case can be used with the Device model issued to the student.

La Pryor ISD issued backpacks or cases must be returned when the backpack or case can no longer be used with the Device model issued to the student (a compatible backpack or case will be issued) or upon the student's transfer, withdrawal, or promotion/graduation from a campus.

La Pryor ISD issued cases may not be decorated or altered in any way and must be kept in Acceptable Condition (as defined in the 1:1 Program Definitions section). Backpacks and cases returned with excessive spills, stains, or excessive wear and tear will not be considered to be in Acceptable Condition.

Repair Costs

All Device(s) are covered by a one (1) year factory warranty that covers manufacturer's defects. The Device and peripheral items are issued in good working order with LPISD standardized software loaded.

Students are expected to keep the Device and all peripheral items in good condition. Failure to do so may result in out-of-pocket costs summarized in the tables on page 2, disciplinary action, and suspension or termination of access to the Device and other District technology resources.

La Pryor ISD reserves the right to monitor incidents of loss/damage to the Device or peripheral items during the

school year and take appropriate action in response to excessive or repeated incidents of loss/damage.

All monies owed must be **paid in full** before another Device or any peripheral items will be issued to the student. The District reserves the right to withhold instructional materials, other technological equipment, and a student's records until all Device and/or peripheral item monies owed are paid in full.

Repairs to the laptop are to be made by authorized District personnel. Repairs may be made at any time a school official deems them necessary for the proper operation of the computer.

Financial responsibility for computer repairs will be determined in accordance with the provisions of this agreement. When a student laptop is being repaired, a "loaner laptop" may be available for temporary use. Students signing out a loaner laptop incur the same responsibility for the loaner as they would for their assigned laptop.

Reporting Damage/Loss/Theft

Students will have five (5) school days after an incident, or discovery of an incident, to report any damage, loss, or theft to the IT Department through the Work Order System. Students will be required to answer a series of questions to help gather more information about what happened and/or what is wrong with their Device or peripheral item and provide a case number, if applicable.

If the Device was damaged/destroyed in an incident off campus, the student will need to provide a case number from the appropriate authorities (for example, if the Device is damaged/destroyed in a fire, the fire department case number should be provided). After the student has turned in a Work Order Request, the student should back up any items on the Device, if possible, and bring the Device and/or peripheral item to the campus repair center.

Upon receipt of a damaged Device or peripheral item, La Pryor ISD will evaluate the internal and external condition and functionality of the Device and determine what repairs are necessary. The La Pryor ISD will charge the student for any parts needed to repair the Device or peripheral item at the manufacturer's cost, which is subject to change by the manufacturer at any time. *If during the repairs, the IT Director feels that the device has been tampered with, then those issues will be addressed with the student and parent for repair costs.

If a student thinks that their Device or peripheral item is lost or stolen on campus, they need to go to the campus principal and fill out a "Missing Device Report" within five (5) school days. If a student thinks that their Device or peripheral item is lost or stolen off campus, they need to immediately file a police report with the appropriate authorities and then go to their campus principal and fill-out a "Missing Device Report" (including a case number from the appropriate authorities) within five (5) school days.

If a student knows that their Device or peripheral item has been damaged, lost, or stolen and already has a case number from the appropriate authorities, they need to go to their campus principal and fill out a "Missing Device Report" within five (5) school days.

The District may issue a replacement Device or peripheral item to the student, if available.

Failure to timely and properly report damage, loss, or theft (including, when applicable, filing a report with the appropriate authorities and providing a case number to La Pryor ISD) impairs La Pryor ISD's ability to take appropriate responsive action and seek available remedies for lost, stolen, or damaged/destroyed devices.

Such failure may be considered gross negligence, and the parent/guardian will be responsible for replacing the La Pryor ISD issued device and peripheral items.

Care of the Chromebook/IPAD (Device) and Peripheral Items

Students are responsible for the general care of the Device and all peripheral items. Device and/or peripheral items that are broken or fail to work properly must be taken to the campus IT Department within five (5) school days.

Please follow these precautions:

- Do not place food and/or liquids near the Device or any peripheral item.
- Do not stack any objects on top of the Device.
- Never attempt to repair or reconfigure the Device or any peripheral items.
- Do not write, draw, stick, or adhere anything to the Device or any peripheral item.
- Do not decorate the Device or any peripheral item using markers, personalized stickers, etc.
- Keep the Device and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data.
- Do not expose the Device or any peripheral item to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the Device or peripheral items in any vehicle.
- Do not obstruct the Device's vents, and do not place the Device on surfaces such as paper or carpet while it is turned on or charging.
- Devices are not to be used on the La Pryor ISD buses.
*They may fall when the bus is in motion.

- When walking from class to class, each student must keep the Device properly closed and stored in the La Pryor ISD-provided case.
- Do not charge the Device while it is inside of the backpack or case.
- The power cord must not be plugged into the Device while in a backpack or case. *This may cause damage to the Device and poses a safety and fire hazard.

Specifics on the Device(s)

The following sections cover specific information on the Chromebooks and IPADs and La Pryor ISD policies and procedures.

A. Screen Care

The Device screen is particularly sensitive to pressure. In order to convert the Device into a writing tablet, the screen must be rotated or flipped depending on the model. The screen must only be rotated in a clockwise direction. Extreme care must be taken to protect the screen from damage.

- ★ Do not place anything on top of the Device or lean on it when it is closed.
- ★ Do not place anything in the case that may press against the cover of the Device including paperwork.
- ★ Do not poke the screen with anything. Your fingers are the only means that should be used to interact with the Device.
- ★ Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, paper clips, stapled papers, etc.).
- ★ Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the LCD screen. If your screen needs to be cleaned, please stop by the IT Department.

B. Camera

The Device comes with a built-in camera. When the camera is in use, an indicator light will illuminate. The Device camera should only be used for educational endeavors as instructed by a teacher. The Device camera shall not be used for inappropriate or unsafe activities, including, but not limited to:

- ★ Taking photos or recording videos on campus (unless directed by a teacher for instructional purposes);
- ★ Taking photos or recording videos of inappropriate, obscene, or other illegal material or content;
- ★ Posting photos or videos online or sending photos or videos via email, etc., especially to a stranger (unless directed by a teacher for instructional purposes);
- ★ Taking and/or manipulating photos or videos for non-educational purposes or to embarrass others; or
- ★ Video chatting (unless directed by a teacher for instructional purposes).
- ★ Improper use of the Device(s) camera may result in disciplinary action, suspension or termination of a student's use of the Device or other district technology resources, and may be reported to law enforcement.

C. Ethics/Legal

Students will have access to many types of online media and are expected to comply with trademark and copyright laws as well as license agreements.

- ★ Plagiarism (representing someone else's works or ideas as your own), whether from a book, another student's paper, the Internet, or other source, is dishonest. Students shall not copy or reproduce the work or material of another unless expressly permitted. If use of another's material is permitted, all sources used should be cited and within the guidelines for the type of media used.
- ★ Use or possession of hacking software is strictly prohibited.

- ★ Possession or transmission of any material that is in violation of any federal or state law is unacceptable conduct. This includes, but is not limited to confidential information, copyrighted material, threatening, obscene, or pornographic material or material that is harmful to minors, and computer viruses.
- ★ Violation of applicable state or federal law may result in disciplinary action by the District, and La Pryor ISD may report such violations to law enforcement and assist law enforcement authorities as necessary to investigate such violations.

D. Security

Various security measures are used on La Pryor ISD computers. Security measures are not only used to protect La Pryor ISD assets, but measures are also taken to protect La Pryor ISD students.

Security is in place on each system to prevent certain activities. These activities include, but are not limited to: downloading, installing software, removing software, and changing system settings.

See Student Responsibilities for additional information.

E. Filtering

Internet filtering software automatically filters all access to the Internet through district technology resources. While at home, Internet content will continue to be filtered while students are logged in to their La Pryor ISD GSFE account on the Device or any other device, including non-LPISD devices, to access the Internet. Since no filtering software can filter 100% of improper content, parents/guardians are responsible for monitoring their child’s access to the Internet when the student is at home.

****Students who log in to their La Pryor ISD GSFE account on a non-La Pryor ISD device will continue to be filtered and monitored as long as they are logged in. Students must log out of their La Pryor ISD GSFE account before others use the non-La*

Pryor ISD device to ensure that their Internet use will not continue to be filtered and monitored.

F. Power Management

In an effort to continue best practices with energy conservation, power management software is installed on all La Pryor ISD-issued devices.

Power management software is activated approximately two hours after the school day ends and runs until approximately an hour before the school day starts. During this timeframe, if a student leaves his or her device inactive for more than 15 minutes, a 15-minute countdown will start. If the device is still inactive after the countdown completes, the device will be powered off to conserve energy. La Pryor ISD is committed to conserving energy on campuses and educating the community on best practices for energy conservation at home.

G. Online Resources

Students will be expected to use some online resources as part of their course curriculum under the supervision and guidance of their teachers. These tools may include Schoology, G Suite for Education (GSFE), Google Classroom, Parent Connect (ASCENDER) and others. Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents/guardians, relatives, and in some circumstances, other Internet users around the world.

When using online resources, safeguards are in place to protect and assure the safety of students. In some instances, individual or identifiable profiles may be used that are open to the public.

Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require certain student information to be made available on the Internet. Use of these tools must be in accordance with La Pryor ISD’s policies and

procedures including, but not limited to, the LPISD Student Guidelines for Acceptable and Responsible Use of Technology Resources.

H. Internet Access at Home

La Pryor ISD is not responsible for providing Internet access outside of designated La Pryor ISD facilities. In order to access the Internet from home, you must have an Internet service provider. Students can access their home Internet in two ways:

1. Using an Ethernet cable, the Device can be “hardwired” to a switch, hub, or router.
2. If you have an existing wireless access point, the Device can join your home wireless network.

I. Returning Items

The Device and all peripheral items, such as the power adapter, bumper or exoskeleton (if applicable), and battery, are required to be returned at the end of the school year or when a student transfers/withdraws from a La Pryor ISD campus.

Students who received a La Pryor ISD-issued backpack or case must return the La Pryor ISD-issued backpack or case upon the student’s transfer/withdrawal or promotion/graduation from a campus. Failure to return the Device or any peripheral item may result in a hold being placed on a student’s records.

If a student has a hold placed on them due to not returning the Device or a peripheral item, they may return the Device or peripheral item or pay the replacement cost to clear the hold. However, once La Pryor ISD has handed out Devices to students the following school year, students can no longer return the item to clear the hold. At this point, the student must pay the replacement cost to clear their hold.

J. Contesting Charges

Charges will be assessed to students when a Device or a peripheral item collected is damaged. Damaged items are available for a parent to review for one week after the student has transferred/withdrawn or the school year ends (whichever is earlier). After that, the damaged items will be repaired, destroyed, or disposed of properly and there will not be an avenue for the parent to contest the damage.

With the exception of damaged backpacks or cases, which the student may keep (upon request by the student/parent) once payment has been made, all damaged Device’s and other peripheral items will be retained by La Pryor ISD.

K. Repair Downtime

La Pryor ISD is committed to student use of technology to aid academic success. When a student’s Device is being repaired, there are several options available for continued use of technology:

- **Network Cloud Storage (La Pryor ISD Google Drive or Office OneDrive):**

All students have a Google Drive and an Office OneDrive in which to store digital files. Students should save important work in a cloud storage drive so that they can access their work from any computer connected to the Internet.

- **Classroom Computers**

La Pryor ISD has specific areas that students can access desktop computers, with their classroom teacher’s permission, they may be made available for student use.

- **Chromebook/IPAD (Device)/Peripheral Item Replacement**

If a student’s Device or peripheral item is damaged, it will be repaired or replaced as quickly as possible. If available, a replacement Device or peripheral item may be issued.

The policies outlined in this handbook also apply to replacement Devices and peripheral items. A replacement Device or peripheral

item may not be provided if the damage or loss is determined to be intentional or the result of gross negligence.

L. G Suite for Education (GSFE)

Students will receive access to G Suite for Education (GSFE) through individual, District-provided GSFE accounts. GSFE is a suite of products (word processing, spreadsheets, presentations, etc.) that enables collaboration with other students in real time and provides a place to store documents in a cloud environment. Access to these documents and files is available from any device that has access to the Internet. Use of GSFE may require the collection of students' personal information for the purpose of providing GSFE services to La Pryor ISD and its students. Google's information practices regarding GSFE may be found at: <https://www.google.com/edu/trust>.

M. General Disclaimer

PLEASE NOTE THAT LA PRYOR ISD MAKES NO REPRESENTATIONS, WARRANTIES, OR OTHER GUARANTEES, EXPRESS OR IMPLIED, REGARDING THE CONDITION, OPERATION, OR FITNESS OF ANY DISTRICT TECHNOLOGY RESOURCES, AND LA PRYOR ISD EXPRESSLY DISCLAIMS ANY SUCH REPRESENTATIONS, WARRANTIES, OR OTHER GUARANTEES. WITHOUT LIMITING THE FOREGOING, LA PRYOR ISD DOES NOT WARRANT THAT DISTRICT TECHNOLOGY RESOURCES (OR USE OF SUCH RESOURCES) WILL BE UNINTERRUPTED, ERROR-FREE, OR FREE OF LATENCY OR DELAY, OR THAT ANY DISTRICT TECHNOLOGY RESOURCES WILL MEET ANY STUDENT'S OR PARENT'S NEEDS OR REQUIREMENTS, OR THAT ANY DISTRICT TECHNOLOGY RESOURCES WILL PREVENT UNAUTHORIZED ACCESS BY THIRD PARTIES.

1:1 Program Definitions

One-to-One (also abbreviated 1:1): program where the ratio of students to computers is one to one. In La Pryor ISD, this program is in place at all of our elementary and secondary campuses.

Acceptable Condition (see 19 TAC § 66.1310): Electronic instructional materials are considered to be in acceptable condition if:

- (1) all components or applications that are a part of the electronic instructional materials are returned;
- (2) the electronic instructional materials perform as they did when they were new;
- (3) the electronic instructional materials do not contain computer code (e.g., bug, virus, worm, or similar malicious software) that has been designed to self-replicate, damage, change, or otherwise hinder the performance of any computer's memory, file system, or software; and
- (4) the electronic instructional materials have not been installed with plug-ins, snap-ins, or add-ins without the prior approval of the district.

Technological equipment is considered to be in acceptable condition if:

- (1) the equipment is returned with the software and hardware in their original condition unless the district authorized changes; and
- (2) the physical condition of the equipment is fully usable as it was originally intended to be used.

Products We Use

Browser: the program you choose to use to explore the Internet; Chrome, Edge, FireFox, and Internet Explorer are all approved for your use on La Pryor ISD Devices.

G Suite for Education (GSFE): the set of applications that students have access to via Google. Each student will receive a La Pryor ISD issued GSFE account.

Google Drive: cloud-based storage that is accessible from any device with Internet access where students can save their files. It connects directly to the Google suite of products.

Learning Management System (LMS): where students will input digital assignments and use collaborative learning tools in each course.

Digital Resources: Many classes have online assignments posted in Google Apps and other digital resources which can be accessed through any computer with Internet access.

OneDrive: cloud-based storage that is accessible from any device with Internet access where students can save their files. It connects directly to the Office suite of products.

OneNote: An Office suite program specifically for tablet computers; digital binder where students can create a notebook for each class and sections within each notebook to keep all of their information

Office 365: the way that students will access Office 2016.

Schoology: the specific LMS system used by 1:1 campus.

ASCENDER/Parent Connect Portal: our Student Information System (SIS) that has many components including a gradebook, parent registration, and course schedules.

Work Order System: LPISD students will submit Device work orders via their campus administration office. Students that need work done on their Device will be required to fill out a form and detail the work needed or serviced or repaired. If the student is in need of a replacement/temporary device they will receive one within 48-72 hours, after the request has been submitted and processed by our IT Department. Devices that are issued out to the student on a temporary basis will need to follow the same guidelines and policies as with their originally issued device. Temporary Devices may be refurbished and/or older unit models.

Hardware

Accidental Damage and Protection (ADP): LPISD purchased Devices for student(s) to borrow for the academic school in Prekinder thru 12th grades. Depending on the grade level, students will use either an IPAD or Chromebook. If a Device is accidentally damaged, LPISD will cover the items/Device; but an assessment and investigation by the IT Department will be made to determine if gross negligence was in play before closing the accidental damage ticket submitted by the student/parent/campus.

Backpack/Case: A La Pryor ISD provided backpack/case will be issued with every Device. This backpack/case is to protect the borrowed property of the District. Students must keep the device in the La Pryor ISD provided backpack/case when moving about from location to location with their Device.

Hardwire: when your Device is physically connected to the Internet using an Ethernet cable (usually yellow, but can also be blue or grey)

Identification Tag: identifies to whom the Device is issued and it must remain intact at all times. A label with the student name is adhered to the tablet and a card with the student name is placed inside of the case. Both tags must remain intact.

Apple IPAD: the IPAD Device that will be issued to grades Pre-Kinder to 2nd is 10.2 inches with WIFI and 32 GB memory.

Lenovo 100e Chromebook: The Device that will be issued to grades 3rd to 12th.

Peripheral Items: These items are included in each of the LPISD student issued Devices: Power adapter, case or backpack, internal and external batteries, bumpers or exoskeletons (if applicable) and other components or accessories needed for use of the Device.

Power Adapter: each student is provided one power adapter. Please make sure to keep track of your power adapter. If you lose it, you are responsible for paying the cost of replacing it.

Touch Screen: allows you to use your finger and gestures to control your Device.

Wireless: wireless access is available outside all LPISD buildings if you do not have wireless access at home; you can also connect to most public Wi-Fi networks and the LPISD issued Kajeet or AT&T WiFi hotspot.

- If a student fails to bring the School-issued Device to school each day, the consequences outlined in the student code of conduct will be applied.
- Students who do not have permission to take School issue Device home may pick up their laptops from the library each morning and are required to return their laptops to the library at the end of each day.

People

IT Department Repair Center: Students will be able to centrally drop-off their Device if it is in need of repair(s). Each student must complete, entirely, the required Device work order and drop it off in the designated location or room on each campus. This location is where the students both drop-off and pick-up their Device after service.

Information Technology Director: the IT Director will work with teachers and/or students to help support and offer best practice tips for teaching and navigating the technology and Device. The IT Director will have final say on all payment questions for repairs or reimbursement of replacement devices. The fastest way to get your problem resolved is to turn in a Work Order Request that clearly states the Device Issue.

Campus Principal or Administrative Assistant: the campus principal or administrative assistant will be able to assist the student and/or parent with any questions regarding the issued Device, paperwork needed for repair submission or if the Device is stolen, lost, or damaged.

Daily Preparation Tasks:

- Recharge the School-issued Device(s) batteries every night.
- Bring the School-issued Device(s) to school every day and have it ready to work at the beginning of each class.

**La Pryor ISD Loaner Device
Parent/Student Agreement Form
2020-2021**

Purpose of the Chromebook/IPAD Device Loaner Program:

As a part of the LPISD Information Technology strategic plan, the La Pryor Independent School District is committed to providing a high performing, technology-rich school district with leading-edge learning experiences that promote engagement, creativity, critical thinking and achievement.

The Chromebook/IPAD Device Loaner Program is designed to help achieve this goal by providing campuses with the ability to loan district-owned devices to students, as needed, and provide increased access to technology-related lessons, assignments, resources, and lectures both inside (during the normal school day) and outside of the normal school day that wouldn't have otherwise been available.

LPISD students who are actively enrolled within the district are eligible to participate in the LPISD mobile device loaner program with approval from the Campus Principal or Principal's designee. The student may use the mobile device away from school; however, the Code of Student Conduct, Acceptable Use Policy, and other District policies, regulations, and guidelines still apply.

General Device Rules:

1. Inappropriate Content & Graffiti-

- Inappropriate content will not be allowed on the LPISD student issued Devices.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, other inappropriate pictures, or any content that poses a potential for disrupting the learning environment is prohibited and may result in disciplinary action(s).

- Any Device personalization must be removable and must not permanently deface the Device.

2. Deleting Files-

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

3. No Lending or Borrowing LPISD Issued Devices-

- Do not loan devices to anyone.
- Do not borrow a device from another student.
- Do not share passwords or usernames.
- Students are responsible for what is found on their Device.

4. Music, Videos, Games, or Programs-

- Music, videos, and games may not be downloaded or streamed over the Internet unless approved by a teacher or administrator for instructional purposes. Please keep in mind this may result in 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 Device, will have their Device confiscated, will be reported to law enforcement, and may result in disciplinary action(s).

See more about copyright issues at

www.respectcopyrights.org

5. Transporting Devices-

- To prevent damage, Devices should be shut down between classes and carried in the approved LPISD backpack or case.
- Students should treat their Device with care, taking extra precautions not to drop or toss their backpack or case if the Device is stored inside it.
- Always grab the Device with both hands. If it's a Chromebook type device, be sure to grab the Device by the base (not the screen) and do not lay a pen, pencil, or writing utensil on the keyboard as closing the screen will likely result in a cracked screen (or other damage). If the Device is an IPAD, be sure to grab it from the base.
- Do not carry liquids or items that may melt or leak with your Devices. This may cause damage and result in your device being confiscated and you being charged for the negligent damages.

Student Guidelines for Acceptable Use of Technology

Resources:

Texas Penal Code §33.02. Breach of Computer Security-

- (a) A person commits an offense if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner.
- (b) An offense under this section is a Class B misdemeanor unless in committing the offense, the actor knowingly obtains a benefit, defrauds or harms another, or alters, damages, or deletes property, in which even the offense is:
 - (1) a Class A misdemeanor if the aggregate amount involved is less than \$1,500
 - (2) a state jail felony if
 - (A) the aggregate amount involved is \$1,500 or more but less than

\$20,000; or

- (B) the aggregate amount involved is less than \$1,500 and the defendant has been previously convicted two or more times of an offense under this chapter;
- (3) a felony of the third degree if the aggregate amount involved is \$20,000 or more but less than \$100,000
- (4) a felony of the second degree if the aggregate amount involved is \$100,00 or more but less than \$200,000; or
- (5) a felony of the first degree if the aggregate amount involved is \$200,000 or more.

A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either or both sections.

1. Expectations:

- a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is an integral part of the instructional program directed by teachers. Technology tools are to be used for learning.
- b. 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 website.
- c. 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.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher or campus/district administrator without discussing it with other students.

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

- a. Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political campaign or electioneering activities.
- c. Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
- d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g.,
- f. Unauthorized or non-curricular use of online video, music or streaming content.
- h. Invading the privacy of other individuals.
 - i. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
 - j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
 - k. Posting anonymous, unlawful, or inappropriate messages or information on district- owned and/or district-supported technology resources.
 - l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terroristic, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
- m. Falsifying permission and/or authorization of identification documents.
- n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.

- o. Knowingly placing a computer virus on a computer or network.
- p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

3. Acceptable and Responsible Use Guidelines:

a. General Guidelines

- (1) Students are responsible for the ethical and educational use of technology in the District and when a district-provided device is used out of district.
- (2) Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
- (3) All technology policies and restrictions must be followed.
- (4) Access to the District's computer online services is an educational expectation and student responsibility. Each student will be required to sign and adhere to the Acceptable and Responsible Use Guidelines Agreement.
- (5) When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- (6) Parents concerned with the District's Device online services at their child's school should refer to the LPISD Board Policy EFA (Legal): *Instructional Resources: Instructional Material Selection and Adoption* policy and follow the stated procedure.

[https://pol.tasb.org/Policy/Download/1276?filename=EFA\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/1276?filename=EFA(LEGAL).pdf)

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

b. Network Etiquette:

- (1) Be polite.
- (2) Use appropriate language.
- (3) Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people) or arrange any face-to-face meetings with persons or people you do not know online.
- (4) Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.
- (5) Users should be discrete when forwarding email and it should only be done on a need to know basis.

c. Email and Online Communication Tools:

- (1) Students are provided access to a school email account and online communication tools for required classwork, peer collaboration, and educational uses tied to learning standards.
- (2) Email transmissions and all other online communications, as well as stored or transmitted data, or any other use of district-provided technology resources by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.
- (3) All email and online communications generated using the La Pryor ISD technology resources and

Device are the property of the District. Students may have no expectation of privacy in any information stored on La Pryor ISD's network, transmitted or accessed from La Pryor ISD's network, or used within La Pryor ISD's network. Appropriate district and school officials may monitor a technology device or access its contents at any time in accordance with this policy and applicable law.

4. Consequences:

The student whose name is on the LPISD issued Device account and/or Device hardware will be responsible for its appropriate use at all times.

Noncompliance with the guidelines published here, in the Student Handbook / Student Code of Conduct, in any applicable La Pryor ISD Device handbook, and in Board policy CQ may result in suspension or termination of technology privileges and disciplinary action.

Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook/Student Code of Conduct. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, may be reported to law enforcement, and may result in disciplinary action by the District.

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of email and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law.

Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus or district administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook / Student Code of Conduct.

5. Web 2.0 and Social Media Tools:

a. Approved for Classroom Use-

- (1) La Pryor ISD students, under the supervision and guidance of their teachers, will use Web 2.0 and social media tools commonly used in K-12 education today as part of instruction in their classrooms.
- (2) Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). Tools such as these are hosted on the Internet making some of the students' work and/or other information relating to students visible to parents/guardians/relatives, and in some circumstances, other Internet users around the world.

b. Safety-

- (1) When using Web 2.0 and social media tools, the following safeguards are in place to protect and assure the safety of students. Please be aware that in some instances:
 - Individual or identifiable profiles (which include personally identifiable information of students such as first and last name, campus, home address, email address, etc.) may be used that are open to the public.
 - Public viewing and commenting might occur on district-approved sites.
 - Classroom lessons or projects may require publicly identifiable student information (first and last name, campus, home address, email address, etc.) to be made available on the Internet.
- (2) Use of these tools must be in accordance with the La Pryor ISD's policies and procedures including but not limited to these Acceptable and Responsible Use Guidelines.

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