

# Canadian ISD



## 1:1 Computing Student Laptop Initiative

**Student/Parent Handbook  
Laptop Policy, Procedures and Information**

**“Technology in itself won’t make a difference;  
it’s what students do with it that does.”**

Users & Effects of Mobile Computing  
Journal of Research on Technology Education

## **"Technology That Yields"**

Canadian ISD will provide a technology-integrated environment, which affords learners the opportunity to learn and develop skills necessary to be successful, contributing members of our communities. To achieve this effort we will integrate technology into the natural course of every curriculum area within the school district. It is the district’s belief that the integration of technology should yield student progress and mastery of lifetime skills.

### **Mission Statement**

The technology mission of Canadian Independent School District is to integrate technology into the school environment and educational program in an effort to prepare students to function in a global society. Developing a partnership between the school district, the community, businesses, higher educational institutions and the home will facilitate the acquisition of skills and competencies young people will need as they enter the work force in the twenty-first century.

In an effort to provide our students and teachers with the tools they need to prepare for the future, Canadian ISD has implemented a 1:1 Laptop Initiative for students in 6th-12th grades. These laptops will be school-owned computers for school-related use. This handbook will serve as an information resource for students and parents working with the CISD laptops. In addition, forms are included that must be signed by the parent and student before a Dell laptop will be issued to an individual on a temporary or multi-year loan basis.

## **COMPUTER SPECIFICATIONS (subject to change)**

Dell Latitude Series  
90W AC adapter for Latitude D-Family

### **SOFTWARE**

#### **Windows (District Version)**

#### **Microsoft Office**

*Word*

XCEL

Access

PowerPoint

Publisher

#### **Impero**

**Symantec Antivirus**

**Electronic Textbooks**

**Instructions Materials**

## **REQUIREMENTS FOR ISSUING OF CISD LAPTOPS**

Laptops will be distributed within the first six weeks of school. “Laptop Distribution Day” date will to be determined and announced each year during the first week of school. Parents and students must sign and return the Laptop Handbook Receipt, the Computer Loan Agreement, and the Student/Parent Pledge before the laptop will be issued to the student. Please carefully read and make sure you understand these documents before signing them.

Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. **Students will be reassigned the same laptop each year. The student’s laptop should be kept as clean and used as gently as possible.**

A limited number of loaner laptops are available at the campus library. These may be checked out to the student on a temporary basis.

## **TAKING CARE OF YOUR LAPTOP**

Laptops are the property of Canadian ISD. Users are expected to treat these mobile computing devices with the same care and respect they would treat any district owned property. The use of a laptop is a privilege, not a right. Students are responsible for the care of the laptop they have been issued by the school.

Laptops that are broken or fail to work properly must be taken to the school library where they will be sent for maintenance and repairs.

**Never try to repair the computer yourself or have someone outside the district work on it, as this could void the warranty and cause you to incur additional charges.**

***General Precautions:***

- No food or drink is allowed next to your laptop. Spills incur costly repairs that are not covered by warranty.
- Cords, cables, CDs, and removable storage devices must be ***inserted and removed carefully.***
- Laptop, power cords, earbuds, and backpacks should be out of reach of younger children and pets.
- Students should **NEVER** carry their laptops while the screen is open. **Do not bend your screen back too far or carry your laptop by the screen.**
- Laptops should be closed when not in use to conserve battery life.
- Students may not remove the Dell emblem, service tags, or identifications tags from laptops. The removal of these emblems or tags will result in the district requiring the student to immediately return the equipment to Canadian ISD.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of CISD.
- Laptops must never be left unsupervised **ANYWHERE.**
- Students are responsible for keeping their laptop battery charged and ready for school.

***Carrying Laptops:***

The protective backpacks or sleeve cases have a special pocket which provides the laptop with sufficient padding to protect them from normal treatment and provide a suitable means for carrying the computer within the school. However, the following guidelines must be followed:

- The laptop should always be inside the protective carrying case when being transported.
- Backpacks were not intended to hold everything the student owns. Care should be taken to not overload your backpack. This will cause damage to your computer.
- Students will only be allowed to use the protective backpack or special sleeve designated for the laptop model and provided by the school district. Do not purchase different carrying cases.

**Optional Sleeve:** The student may elect to purchase a sleeve that has been approved by the school. In this event the student selects to use the sleeve the student must sign a waiver stating that they understand the sleeve will not provide maximum protection for laptop and the student will bear all costs related to the damage of this equipment.

### ***Screen Care:***

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage and costly repairs, please adhere to the following rules:

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Keep all objects (fingers, pens, pencils, etc.) off the screen.
- Do not place anything on the keyboard before closing the lid.
- Clean the screen only with a soft, dry anti-static cloth.
- Do not use any glass cleaner or other harsh chemicals to clean the screen.

When necessary, your Tech Apps teacher will have the appropriate cleaning supplies for your screen.

### ***Screensavers, Backgrounds & Images:***

Students may not change the background or screensaver for a district owned laptop. Inappropriate media or images may not be saved to this computer. The presence of images of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures, will result in disciplinary actions. The only exception to this policy is the use of images or information directly related to a class project as assigned by the teacher.

## **PROTECTING AND STORING YOUR LAPTOP**

### ***Identification***

Laptops will be labeled in the manner specified by the school. CISD and DELL Labels are **NOT** to be intentionally removed from the computer.

Laptops can be identified in the following ways:

- Record of serial number
- ID Tag on carrying case
- CISD Inventory Tags
- Individual User account name and password

### ***Password Protection***

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Acceptable Use Policy, you are still responsible for all inappropriate items found on your laptop. **It is in your best interest to keep your password secure.**

### ***Storing Your Laptop***

When students are not using laptops, they should be placed in a secure storage location as designated on each campus or stored at home.

Students should take the laptops home every night and charge them.

Laptops should never be left in a vehicle (locked or not). They are an attractive target of theft.

The laptop is vulnerable to extreme temperatures, hot or cold. They should be warmed to room temperature before using.

### ***Laptops Left in Unsupervised Areas***

Under no circumstances should the laptop be left in unsupervised areas.

Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, hallways, locker rooms, library, unlocked classrooms, and dressing rooms. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Campus Principal or the Technology Department.

**If a laptop is found unsupervised, there will be a \$10 fee to reclaim your laptop.**

## **USING YOUR LAPTOP AT SCHOOL**

The CISD laptops are intended to be used at school each day. In addition to teacher expectations for the use of the laptop, school messages, announcements, calendars, and schedules will be accessed using the computer when it connects to the CISD website at [http:// www.canadianisd.net](http://www.canadianisd.net) . Students are responsible for bringing their laptop to all classes unless specifically advised not to do so by their teacher.

### ***Where Will Students Have Wireless Access At School?***

The CISD Technology Department has implemented a password seamless wireless network for users at Canadian ISD. Users will have wireless access in the following locations.

- BES, CES CHS & CMS buildings & all classrooms
- CHS & CMS front steps
- CMS patio
- CHS Gym foyer
- Cafeteria (laptops should not be on the table with food)

There are other locations in the community where students may access to wireless connections, including the Hemphill County Library.

### ***Laptops in the GYM***

Laptops should remain in the backpacks when in the Gym. Due to balls being thrown during PE class, practice or games a laptop should not be out of the pack and open.

### ***Laptops Left at Home***

The laptop is similar to a text book. In fact, if digital formats of the student's actual textbooks were available, they have been loaded on each laptop. If students leave their laptop at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in loss of take-home privileges.

### ***Laptops Undergoing Repair***

Computers which require service must be taken to the school library where a service request will be submitted to the CISD Technology Office. Loaner laptops will be issued to students when their laptop requires major repairs that will take several days to complete. While minor repairs and adjustments are being completed, students may access desktop computers located in many classrooms, computer labs and the library.

### ***Loaner Laptops***

The campus library has loaner laptops available for students or teachers to use during times their laptops are being repaired or are unavailable for other technical upgrades. These laptops may be checked out in the same manner that library books are borrowed from the school. Laptops will be issued under the following guidelines:

1. First Priority will be given to students taking online classes.
2. Loaner Laptops are issued for a period of 1 week.
3. The loaner laptop should always be stored and carried in the case provided by the library.
4. Failure to return the laptop to the campus library by the due date will result in a fine of \$1.00/per day. In the event that failure to return a loaner laptop occurs habitually, disciplinary action will be taken.
5. If multiple students need access to a loaner laptop, a waiting list will be kept by the campus librarian. As soon as a loaner is available the student will be notified.
6. When a loaner laptop is returned to the library it will immediately be checked for hardware or software problems. Students are responsible for damages caused to a loaner laptop due to neglect, accidents, vandalism or theft.

### ***Charging the Laptop's Battery***

Laptops must be brought to school each day **fully-charged**. Students need to charge their computers each evening. Students are encouraged to use a surge protector when charging the laptop at home. Repeat violations of this policy could result in disciplinary action.

Each classroom teacher has a charging cable available should a laptop's battery run low. A charging cart is available in the CMS Technology Applications lab and the CHS Library. Students should check their

laptops in with the Technology Applications teacher or librarian before placing them in the charging cart.

### ***Sound***

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes. Each student is issued a set of earbuds with their laptops. Students must use their own earbuds with loaner laptops. These may be used when working on projects that require sound. Your laptop should never be transported while you are wearing the earbuds.

### ***Printing At School***

While at school, students will print to a central printer located in the library or other specified locations. Printed materials may be picked up from the library staff. Students will be encouraged to practice “responsible printing” to avoid unnecessary waste and expense.

In order to print materials on a home printer, students should save their work to a flash drive or CD and print from the home computer.

## **MANAGING FILES AND SAVING WORK**

### ***Saving to the Network Folders***

Generally, students should save files to their network folder located on the CISD network. Students will be logging into the CISD network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. This is not a place to save games, music or pictures of friends and family. These files are periodically checked for games, music and non-educational pictures. These will be deleted from a student folder.

### ***Saving Data to Removable Storage Devices***

Teachers may request that students have CDs or Flash Drives as part of their regular school supplies. Students must back up all of their work daily using removable file storage. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

**Computer malfunctions are not an acceptable excuse for not submitting work.**

### ***File Privacy***

Files located in network folders on school servers are checked on a regular basis for inappropriate files, too many files, and other issues such as viruses. “Privacy” doesn’t really exist when you use a school owned computer, and the same policy will apply to CISD laptops. These computers are subject to review at any time.

## **SOFTWARE ON LAPTOPS**

The individual laptop computer issued to you is owned by Canadian ISD. The district must also retain licenses for any software loaded on this laptop.

### ***Originally Installed Software***

The software originally installed by CISD must remain on the laptops in usable condition and easily accessible at all times. These computers come with Windows 7 operating system and with additional software. The school has loaded digital textbooks and other applications needed for instruction. From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be uninstalled at the completion of the course. Periodic checks of laptops will be made to ensure that software which is no longer needed has been removed to avoid exceeding the number of licenses purchased by the district.

### ***Virus Protection***

The laptop has anti-virus protection software. If the user is required to do any antivirus updates, they will be notified by the CISD Technology Office.

### ***Content Filters & Internet Safety***

Every student and parent is required to sign their school's Acceptable Use Policy, which describes guidelines for safely accessing the CISD network and the Internet while using any CISD owned computer. The district uses content filters, but these do not block 100% of inappropriate material. All laptops will have a remote filter installed on the computer.

Teachers and parents also need to play a role in supervising the student's safe use of the Internet. Teachers have been trained to oversee the safe use of the laptops while students are in school and will use Imperio software to monitor what students are doing on the laptops. Parents will be expected to ensure that they are used safely at home.

### ***Additional Software***

All software must be approved and installed by CISD Technology Department. CISD must maintain accurate records of computer licenses and ensure that all software loaded on the computers is compatible with the laptop specifications and existing hardware. Students, parents or staff may not load software on any district owned computer without a license on file in the CISD Technology Office and direct permission from the Director of Technology or the Network Administrator.

Because the school must retain all licenses, students won't be allowed to install their own software, even if they own the licenses for it.

### ***Software Updates***

Updates of licensed software are available and necessary from time to time. If students or staff are required to download these updates, instructions will be given at that time.

### ***Games, Music and Movies***

If a game, scenario software, movie or music is used by a class for academic purposes, the school will purchase the appropriate licenses and install the software for student use. Additional games will not be installed on the computers. As for online games, the school Internet filter blocks most game sites during the day. Due to copyright laws and licensing issues, students may not download music or movies to the laptops.

## **INSPECTION**

Students may be selected at random to provide their laptops for inspection to check for restricted images, settings, etc. While logged in to the school's network, technology staff and teachers will have the ability to view the desktops of all laptops, to capture images from them, and to freeze or take over control of the computers if they are being used in a manner contrary to school policy and the Acceptable Use Agreement. This will only be used to ensure that laptops are being used for educational reasons and that students are staying on-task.

## LAPTOP REPAIRS OR REPLACEMENTS

From time to time the laptop will require routine maintenance; generally this will be completed over the summer months. However, should the laptop appear to malfunction or be in need of technical service the following procedure should be followed?

- Step 1:** Charge the battery, to insure that it is not a simple power failure.
- Step 2:** Try turning the computer off and restarting the laptop.
- Step 3:** Check to make sure it is your laptop and you are using the correct username and password.
- Step 4:** If the problem persists, the laptop should be taken to the school library. The librarian on duty will submit a service request to the Technology Department. Generally problems will be resolved within 24 hours. During this time students should use a desktop computer located in the teacher's room or a computer lab. If the issue will require several days to repair or resolve, the student will be issued a loaner computer by the librarian.

### ***Re-Imaging the Hard Drive***

Occasionally, it will be necessary to re-image a laptop's hard drive. This may be required to repair a software or hardware issue, or it may be to get rid of inappropriate content from a computer. Whenever a computer is re-imaged the Technology Staff will do their best to back-up the student's class files from the laptop to be transferred back after the re-imaging is complete. However the student is responsible for regularly backing up personal files. The user may save work to their CISD network folder or other device such as a CD or flash drive. The school does not accept responsibility for the loss of any software or files due to a re-image.

**If re-imaging is required due to misuse or abuse by a student, there will be a \$15 re-imaging fee charged.**

### ***Warranty***

All CISD laptops carry a 3 year DELL Warranty purchased by CISD as part of the purchase price of the equipment. DELL warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop computer.

**The DELL warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.** Parent/Guardians are financially responsible for damages to the laptop caused by **misuse, abuse, accidents, or theft.** If laptop misuse and abuse becomes a habitual problem an administrative decision will be made regarding the student's further take-home privileges.

Theft or vandalism should be immediately reported to the Hemphill County Sheriff's Office, the Canadian ISD Technology Office and the building principal. Fraudulent reporting of theft will be turned over to law enforcement officials for prosecution. A student making a false report will also be subject to school disciplinary action.

The District will work with law enforcement agencies to alert pawnshops and area law enforcement to be aware of this district-owned equipment.

***Loss of Replaceable Computer Parts/Accessories***

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items.

All backpacks have been carefully inspected and zippers tested. The backpacks furnished by the school must be returned with only normal wear and no alterations to avoid paying a bag replacement fee. Students should not write or draw on bags or attach any stickers.

**LAPTOP TECHNICAL SUPPORT**

The Technology Department coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system and software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops

**LIST OF REQUIRED AND POSSIBLE FEES (Charges may vary as available parts prices increase or decrease)**

To reclaim a laptop left unattended	\$ 10
Re-imaging of computer (due to inappropriate content or student misuse)	\$ 15
Costs of Lost or destroyed computer, back pack or headphones	

The district will make every effort to use the most cost effective methods to repair equipment. When feasible this may include refurbished parts.

### **Cost of Repairs or Replacements Due To Damage or Loss Due to Intentional Misuse, Abuse, Accidents, Vandalism or Theft**

The user's parent/guardian is responsible for the actual costs of repairs or losses due to misuse, abuse, accidents, vandalism or theft. These repairs/services must be performed by the Canadian ISD Technology Office or a district approved DELL certified technician.

Extensive intentional damage or theft requires full replacement cost of the computer.

## **END OF YEAR PROCEDURES**

Students will be required to check their laptops into the Technology Department in May of each year. During the summer, routine maintenance will be performed on each machine. Additionally, digital text books and other teacher requested software will be loaded on the computers. The same computer will be reissued to the student in September of the new school year.

# Canadian ISD Laptop Initiative

## STUDENT Pledge

**A user of the Canadian ISD network, internet resources and district owned laptop, I agree to all of the following:**

- I understand that I will be issued the same laptop each school year; therefore, it is very important that I take good care of this computer.
- I will bring my laptop to school EVERY day that I am in attendance.
- I will charge my laptop's battery daily.
- I will know where my laptop is at ALL times.
- I will never leave the laptop unattended.
- I will not leave my laptop in a vehicle, the locker room or a hall locker.
- I will never pick my laptop up and move it with the lid open.
- I will never loan out my laptop, cords, battery, or case to other individuals.
- I will keep my laptop off the floor where it could be stepped on or tripped over.
- I will keep food and beverages away from my laptop since they may cause damage to the computer.
- I will protect my laptop by only carrying it in the backpack provided by Canadian ISD
- I will not remove any labels, disassemble any part or attempt any repairs to my laptop.
- I will not deface the laptop or the backpack in any way. This includes, but is not limited to, writing, marking, painting, drawing, attaching stickers or marring any surface of the laptop or the backpack.
- I will not change the screen saver, install software or download games or music to my laptop unless instructed by my teacher to use these devices for a class project.
- I will only use my laptop in ways that are appropriate and educational.
- I understand my earbuds are to be used with my laptop, only under the direction of my teacher.
- I understand it is my responsibility to backup all my work from the laptop to my network folder or save to a flash drive or CD.
- I understand that my laptop is subject to inspection at any time without notice and remains the property of Canadian ISD.
- I will follow the student guidelines outlined in the *Laptop Handbook* and the Canadian ISD *Acceptable Use and Internet Safety Policy* at all times, while at school, as well as outside the school day.
- I will file a report with the Hemphill County Sheriff's Office in case of theft, vandalism and other acts of violence. I will also immediately notify my school principal and the Canadian ISD Technology Department.
- I agree to be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay for the replacement of power cords, battery, earbuds or backpacks in the event any of these items are lost or stolen.
- I agree to return the District laptop, power cords, earbuds & backpack in good working condition immediately upon request of the District.

# Canadian ISD Laptop Initiative

## Parent Agreement

**As the parent or legal guardian of a student issued a CISD computer:**

- I acknowledge my responsibility for the laptop begins when it is issued to my student.
- I acknowledge in the event of theft or damage of the laptop that I will be responsible for the total cost of damages not covered by the laptop warrantee.
- I will file a Laptop Loss/Damage report with the Canadian ISD Technology Office in the event of theft, vandalism, and other acts not covered by the laptop warrantee.
- I will notify the Hemphill County Sheriff's immediately in the event of the theft of my child's laptop.
- I acknowledge that fraudulent reporting of theft will be turned over to the Hemphill County Sheriff's Office to prosecute.
- I acknowledge that I will be responsible for the entire cost of repair or replacement for damages NOT covered by the laptop warranty no matter where damage occurs (school, home, etc.). All replacement parts and repairs must be purchased and performed by the Canadian ISD Technology Office or the school district's approved Dell service technicians.
- I acknowledge that the student is responsible for charging the battery daily.
- I will be responsible for monitoring my student's use of the Internet when he/she is not at school.
- I acknowledge that the student will use the device and continue to develop his/her skills as required by the teachers and personal goals he/she has set for improving performance.
- I acknowledge that my student and I are to follow the guidelines outlined in the *Laptop Handbook* and the *Canadian ISD Acceptable Use and Internet Safety Policy*.
- I acknowledge that violation of the *Acceptable Use Guidelines* can result in the student's facing disciplinary action, including, but not limited to, loss of Internet privileges, loss of use of the laptop, or re-assignment to In-school Suspension.
- I agree to return the District laptop, peripherals and backpack in good working condition.

# Canadian Independent School District

## Computer Loan Agreement

Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Grade:  6<sup>th</sup> grade  7<sup>th</sup> grade  8<sup>th</sup> grade  9<sup>th</sup> grade  10<sup>th</sup> grade  11<sup>th</sup> grade  12<sup>th</sup> grade

(To be completed by the CISD Tech Office Upon Issue)			
Item	Serial Number/Asset Tag	Condition	
Dell Laptop		New	Used
Dell Power Cord	90W AC Adapter	New	Used
Laptop Bag		New	Used

This equipment is the property of Canadian ISD of Canadian, TX 79014, and is herewith being loaned to student/staff member for educational purposes for the academic school year or until further notice. The equipment may not be defaced or destroyed in any way. Inappropriate material on the machine may result in the student/staff member losing his/her right to use this computer or disciplinary action.

The district will cover warranty costs and replacement of worn parts due to normal usage. If the district property is lost, stolen or damaged due to neglect, abuse or vandalism the borrower is responsible for the repair or replacement costs not covered by the standard equipment warranty.

I understand this laptop agreement also applies to:

- 1) Any laptop or accessories received while my original items are being repaired,
- 2) Equipment received as replacements of original items.

The above listed items are being loaned to me and are in good working order. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. I understand this equipment will be mine to use as long as I am attending Canadian ISD schools. I will return it to the Technology Department each summer for upgrades and routine maintenance. This same equipment will be issued to me the following school year. The equipment will be returned to the school on a date requested or sooner if the student is withdrawn from the school prior to the end of the school year.

**I have received a copy of the CISD Laptop Policy, Procedures and Information Handbook, the Student Pledge/Parent Agreement, and the Computer Loan Agreement and the CISD Acceptable Use Policy. I understand and agree to the conditions set forth in these policies and rules of use.**

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

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

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