

Shamrock ISD



1:1 Student Device Initiative

Student/Parent Handbook

Device Policy, Procedures & Information

Mission Statement

The technology mission of Shamrock Independent School District is to integrate technology throughout the district to prepare students with the tools they need to become successful members of society. Shamrock ISD will identify strategies to use advanced technology to improve the academic achievement of all students and to develop critical thinking skills that are essential for academic and workplace success. Teachers will integrate technology effectively into curriculum and instruction. In an effort to provide our students and teachers with the tools they need to prepare for the future, Shamrock ISD has implemented a 1:1 Student Device Initiative for students in 6th - 12th grades as well as a 1:1 environment of devices in grades 3rd - 5th. These devices are district-owned for school-related use. This handbook will serve as an information resource for students and parents working with the Shamrock ISD devices. In addition, forms are included that must be signed by the parent and student before a device will be issued.

COMPUTER SPECIFICATIONS (subject to change)

High School : HP Chromebook 14 (Wifi) & 90W AC adapter for Chromebook

Junior High: Dell & HP Chromebook 11 (Wifi) & 90 W AC adapter for Chromebook

3rd - 5th : Combination of devices listed above

REQUIREMENTS FOR ISSUING SISD DEVICES

Devices will be distributed within the first six weeks of school. Parents and students must sign and return the (1) *Acceptable Use Policy*, (2) *Internet Safety Policy* and (3) *1:1 Student/Parent Agreement* before any device will be issued to the student. Please carefully read and make sure you understand these documents before signing them.

Devices will be collected at the end of each semester for maintenance. Students will be re-assigned the same device each year.

TAKING CARE OF YOUR LAPTOP

Laptops are the property of Shamrock ISD. Users are expected to treat these devices as they would treat any other district-owned property. The use of a device is a privilege, not a right. Devices that are broken or fail to work properly must be taken to the technology department where they will be inspected for maintenance and repairs. DO NOT try to repair the device yourself or have someone outside the district provide technical support, as this could cause you to incur additional charges.

GENERAL PRECAUTIONS

- No food or drinks near your laptop.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebook, power cord and protective cases should be out of reach of younger children and pets.
- Students are responsible for keeping their laptop battery charged and ready for school.
- The protective case must remain on the laptop.

Screen Care

- Do not lean on, or stack items, on top of the laptop when it is closed.
- Do not carry Chromebooks by the screen or while the lid is opened.
- Keep all objects away from the screen.
- Do not place items on the keyboard and close the Chromebook lid.

Screensavers, Backgrounds & Images

The presence of inappropriate media such as weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures, will result in disciplinary actions.

Vandalism

- Do not remove physical parts or emblems, service tags, or identification tags.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of SISD.

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.

Storing Your Laptop

Laptops should NOT be left unsupervised. Unsupervised laptops will be taken to the Campus Principal or the Technology Department; there is a \$10 fee to reclaim your laptop from the office, if found.

When students are not using Chromebooks, they should be placed in a secure location.

USING YOUR LAPTOP AT SCHOOL

The SISD Chromebooks are intended to be used at school each day. In addition to classwork & teacher expectations, many school messages, announcements, calendars, and schedules can be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically advised otherwise by their teacher.

Wireless Access

Students will have access to the Shamrock ISD network in the following areas:

- Within campus buildings and all classrooms
- Green Room facility
- Cafeteria and libraries
- Outdoor areas within 30-100 feet of buildings depending on location.

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

Laptops Left at Home

In many cases, the Chromebook is acting as a digital textbook. Students must bring their device, fully charged, to school each day. Repeat violations of this policy may result in loss of take-home privileges.

Chromebooks Undergoing Repair

Chromebooks which require repair must be taken to the technology department. Depending on inventory, a loaner Chromebook may be issued to students during the time repairs are being made.

Charging the Laptop's Battery

Laptops must be brought to school each day fully-charged.

Sound during school hours

Sound must be muted unless students are given by the teacher. Students may use their own earbuds.

Programs

Students will have access to, but not limited to, programs such as Google Earth, which require additional parental/guardian consent for students under age 18. Signing this document verifies parental/guardian consent.

PRIVACY & FILE MANAGEMENT

With Google Apps for Education, students have the ability to access to their documents anywhere and anytime. When using their district assigned Google Account, students will save their files to their Drive storage account. These files are monitored by a cloud-hosted filter. **Computer malfunctions are not an acceptable excuse for not submitting work.**

File Privacy

Files located in network and cloud-based folders on school servers and devices are checked on a regular basis for inappropriate files, too many files, and other issues such as viruses. "Privacy" does not exist when you are using school owned devices. These laptops are subject to review at any time.

Content Filters & Internet Safety

SISD uses a primary content filter and Chromebooks have an additional cloud-based filter to block inappropriate material when the device leaves the Shamrock ISD campus.

Games, Music and Movies

All website for games, music and movies will be filtered in conjunction with classroom activities.

INSPECTION

Students may be selected at random to provide their laptops for inspection to check for damages.

YOU BREAK IT, YOU BUY IT POLICY

Students and their Parent/Guardians are financially responsible for damages to assigned devices caused by misuse, abuse, accidents, or theft. If a student loses or destroys any components of their laptop, they will be charged the full replacement cost for those items.

Theft or Vandalism

Theft or vandalism should be immediately reported to the any of the following: SISD Technology Department, SISD Campus Administrator, Shamrock Local Police Department or Wheeler County Sheriff's Office. Fraudulent reporting of theft will be turned over to law enforcement officials for prosecution. A student making a false report may also be subject to school disciplinary action.

DEVICE TECHNICAL SUPPORT

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

- Hardware maintenance and repairs
- User account support
- Operating system and software configuration support
- Distribution of loaner laptops

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 Shamrock ISD Technology Office.

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

END OF SEMESTER PROCEDURES

Students will be required to return their laptops into the Technology Department at the end of each semester. During the summer, routine maintenance will be performed on each machine. The same computer will be reissued to the student at the beginning of the new school year.

Shamrock ISD 1:1 Device Initiative

STUDENT & PARENT AGREEMENT

As a user of the Shamrock ISD network, internet resources and district owned device, I agree to all of the following:

- I understand that I will be issued the same device each school year
- I will bring my device to school charged everyday that I am in attendance.
- I will never leave the device unattended.
- I will follow the “General Precautions” listed in the *1:1 Device Policy*.
- I will never loan out my device, cords, battery, or case to other individuals.
- I will not deface the device or the case in any way.
- I will only use my device in ways that are appropriate and educational.
- I understand that my device is subject to inspection at any time without notice and remains the property of Shamrock ISD.
- I acknowledge that I will be responsible for the entire cost of repair or replacement for damages no matter where damage occurs (school, home, etc.).
- I agree to return the District device, power cords, & case in good working condition immediately upon request of the District.

Student Name: _____

Student Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____