



Petrolia CISD  
ROMP 1:1 Program  
Student/Parent Handbook

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# Petrolia CISD

## ROMP 1:1 Program

### Student/Parent Handbook

## Overview

The goal of Petrolia CISD's ROMP 1:1 initiative is to empower our students so they graduate with the skills and knowledge needed to be globally competitive, now and in the future.

ROMP 1:1 is important for Petrolia CISD students. Research indicates that students without access to digital resources and tools are at a disadvantage when compared to students who have that access. Students who choose to participate in the program will have the opportunity to develop skills to better compete and individualize their instruction. An annual non-refundable maintenance fee of \$50 or less will be assessed based on the student's lunch fee status.

In 2020-21 School year, all K - 12th grade students will receive a Chromebook. PK/HS will have access to ipads in the classroom. Grades PK/HS-4 will leave their devices at school in the classroom. Should the teacher need them to go home for a project, the teacher will notify parents electronically that devices are coming home. Should the school shut down for a pandemic or a student is quarantined during a pandemic, the parent will be able to pick up the student's device so they may continue ROMP Remote Learning until return to school.

With this privilege and extraordinary opportunity comes responsibility for parents and students. Engaging families in the 1:1 process is key to the success of this initiative.

Petrolia CISD's policy is to maintain an environment that promotes ethical and responsible conduct with regard to all electronic resources and activities. When signing the Student/Parent ROMP 1:1 Agreement, you are acknowledging that you understand and accept the information in this document.

Petrolia CISD students and families are agreeing to the following:

- All students are allowed to access electronic resources unless the school is notified in writing by the guardian/parent.
- All users of the Petrolia CISD network and equipment must comply at all times with the Petrolia CISD [Acceptable Use Policy](#).
- Devices are on loan to students and remain the property of Petrolia CISD. Devices will be distributed to students who pay the maintenance fee to participate in the program.
- All users are accountable to school, district, local, state and federal laws.
- All use of the Petrolia CISD technology network must support education.
- Students and families should follow all guidelines set forth in this document.
- All rules and guidelines are in effect before, during and after school hours, for all Petrolia CISD devices on or off the campus.
- All files stored on Petrolia CISD equipment, the Petrolia CISD network and/or district-managed cloud storage are the property of the district and may be subject to review and monitoring.
- The terms "equipment" and "technology" refer to any computing device and associated power cord/chargers and cases. The expectations of care for this equipment can be equated to those of a textbook or school-issued calculator. They must be handled with care and protected from damage.

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- Students are expected to keep equipment in good condition. Failure to do so will result in consequences deemed appropriate by campus administration.
- Students with Chromebooks will protect it from damage and theft.
- The student device warranty will cover normal wear and tear along with other damage that might occur during normal use of the device.
- Students are expected to report any damage to a device as soon as possible, no later than the next school day.
- Students who identify or know about a security problem are expected to report the details to a teacher or administrator without discussing the matter with other students.
- Students are to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are expected to follow existing copyright laws and educational fair use policies.
- Students will be provided district-managed usernames and passwords. Students may not share their passwords with other students.
- Students may not loan device components to other students for any reason. Students who do so are responsible for any lost or damaged components.
- Devices will be configured with Petrolia CISD network security certificates and web-filtering policies. The district reserves the right to update these at any time.
- All students have access to network/cloud storage.
- Any failure to comply with the ROMP 1:1 Student/Parent Agreement may result in disciplinary action. Petrolia CISD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
- Petrolia CISD reserves the right to collect the equipment at any time.
- Email accounts will be provided by Petrolia CISD through Google Apps for Education for all students. Please take the following into account:
  - All emails are archived and filtered by the district and may be viewed at any time by administration if misuse is suspected.
  - Emails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection. Always use appropriate language.
  - Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
  - Do not send mass emails, chain letters, or spam.
  - Students should maintain a high level of integrity with regard to email content.

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## **Parent / Guardian Responsibilities**

There are several responsibilities assumed by the parent/guardian as outlined below.

### **Sign the Student / Parent iPad/Chromebook Agreement**

In order for a student to be allowed to take a device home, the student and a parent/guardian must pay the maintenance fee and sign the Student/Parent ROMP 1:1 Agreement.

### **Supervise Student Participation**

The parent/guardian is responsible for ensuring that:

- Students bring devices to school every day.
- Students notify school of loss or damage following the appropriate procedures.

### **Monitor Student Use**

The parent/guardian must agree to monitor student use of the device at home and away from school. The best way to keep students safe and on-task is for parents/guardians to be present and involved when devices are used outside of school. Monitoring responsibilities include the following:

- Be aware that Internet content will be filtered by Petrolia CISD systems and policies while devices are attached to networks outside the school.
- Develop a set of rules/expectations for use at home.
- Only allow device use in common rooms of the home (e.g. living room or kitchen), not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that your student show you his or her work often.

## **Student Responsibilities and Guidelines**

Responsibilities and guidelines are included in this handbook so that students and parents/guardians are aware of the responsibilities that students accept when they use a district-owned device. In general, this requires ethical and legal utilization of all technology resources.

Students will receive device-related training at the time the device is issued and on a continuing basis within the curriculum. Below are topics that will be covered with students:

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## **Responsible Use Overview**

### **General Guidelines**

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

### **Security Reminders**

Secure use of technology requires that students:

- Do not share logins or passwords
- Do not harass others, hack, bring in viruses, or change others' files
- Follow Internet safety guidelines

### **Activities Requiring Teacher Permission**

To maintain focus on instruction in the classroom, students must have permission to:

- Use headphones in class
- Play games, music or videos
- Engage in activity not focused on class lessons

### **Inappropriate Content**

All files must be school appropriate; it is inappropriate to possess materials containing explicit or implicit references such as:

- Alcohol, tobacco or drugs
- Gangs
- Obscene languages or nudity
- Bullying or harassment

## **Device Use, Care and Classroom Routines**

### **Lockers/Storage**

- The device should be stored on top of all locker contents.
- Never pile anything on top of the device.
- Lockers should be secured any time that the device is being stored there.

### **Hallways**

- Properly secure the device while carrying it.
- Never leave the device unsecured and unattended.
- Lock the device before changing classes.

### **Classroom Habits**

- Follow all directions given by the teacher.
- Lock the device before walking away from it.
- Handle the device with care.

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**Care of Devices at Home & School**

- **Charge the device fully every night.**
- Use the device in a common room of the home and with parent permission.
- Cords, cable, and removable storage must be inserted and removed carefully.
- Students should NEVER carry their Chromebooks while the screen is open. Never carry your Chromebook by the screen.
- Chromebooks should be closed and turned off when not in use to conserve battery life.
- Protect the device from:
  - Extreme heat or cold
  - Food and drinks
  - Pets
  - Small children

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- Screen Care - The Chromebook 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 repair fees, please adhere to the following rules:
  - Do not lean on the top of the Chromebook when it is closed.
  - Do not place anything near the Chromebook that could put pressure on the screen.
  - Keep all objects (pens, pencils, etc.) off of the screen.
  - Do not place anything on the keyboard before closing the lid.
  - Clean the screen only with a soft, dry microfiber cloth.
  - **Do not use Windex or other harsh chemicals to clean the screen.**
- **Tips for conserving battery life:**
  - Chromebooks boot up in less than 8 seconds. It is a good idea to power the Chromebook completely off when not in use to conserve battery life.
  - **It is recommended that students keep screen brightness at 60-80% to conserve battery life while in use.**

#### **Screensavers and Backgrounds**

- Inappropriate media may not be used as a screensaver or background on your Chromebook. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures will result in disciplinary actions.

#### **Traveling to and From School**

- Completely turn off the device before traveling.
- Do not leave the device in plain sight in a vehicle.
- Place the device in the backpack for safe travel.

#### **Prohibited Actions**

- Students are prohibited from the following:
  - Trading devices with other students at school.
  - Trading, selling, or exchanging devices with any parties outside the campus.
  - Putting stickers or additional markings on the device, case, or power chargers
  - Defacing Petrolia CISD issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the device or the case.
  - Using the device camera to take pictures in locations or situations that do not respect the privacy of others, e.q. (restrooms or locker rooms)
  - Removing labels and tags put in place by the district.

#### **Inspections**

- Students may be selected at random to provide their Chromebook for inspection to check for restricted images, damages, etc. Also, anytime the student is logged into a Chromebook, Technology staff and administration will have the ability to view the browsing history of all Chromebooks, to capture images from them, and to freeze or take over control of the Chromebook if they are being used in a manner contrary to school policy, the Chromebook Acceptable Use Agreement, or the Petrolia CISD Acceptable Use Policy. This will only be used to ensure that Chromebooks are being used for appropriate educational purposes and that students are staying on task.

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#### Consequences

- The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance with the policies of the Petrolia CISD 1:1 Technology Program Handbook and Petrolia CISD Acceptable Use Policy will result in disciplinary action as outlined in the Petrolia CISD Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Texas Open Records Act. Proper authorities will be given access to their content.

## Troubleshooting & Support

### Cloud Storage

With Petrolia CISD managed accounts, students will be provided cloud storage through Google Drive accounts. Students must always keep account information private and secure. The benefit of storing information in the cloud is that it can be accessed from any device connected to the Internet, and files will not be lost if a device is no longer functional.

### Support

Detailed [support information](#) is available online.

If you are unable to resolve issues with your device, the next step is to turn in an on-line student support ticket. This ticket will be routed to the person who can best help you solve your problem.

### Cameras

Cameras are to be used for educational purposes only as directed by teachers.

Examples include the following:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing back for improvements.

Please refer to the Parent Responsibility section of this document for suggestions on how to monitor student use of technology in the home.

### Apps

Instructional apps and extensions will be distributed by Petrolia CISD through a mobile device management system (MDM). Students should not install apps for personal reasons or without teacher instruction to ensure that resources on the device are maintained for instructional use.

**Note:** Any apps installed by the user that are not Petrolia CISD approved are subject to deletion at any time. No technical support is provided for applications and software that are personally installed.

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## Copyright and Plagiarism

Students will follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and /or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (*Title 17, USC*). Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent/guardian. Plagiarism is a violation of the Petrolia CISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the district.

## Technology Discipline

The following are examples, not an inclusive list, of technology behavior violations:  
Tech-related Behavior Violations:

- Email, instant messaging, Internet surfing, computer games
  - This includes making use of digital resources in a manner that disrupts the use of the network by others or attempting to bypass the district's security or Internet filter.
  - Students may not use electronic resources for individual profit or gain, for product advertisement, for political action or political activities, or for excessive personal use.
- Damaging, defacing, or endangering the device and/or accessories
  - It is a violation of the AUP to remove PCISD barcode and identification stickers from the district owned device.
- Using an electronic resource account authorized for another person
- Cyber-bullying
- Using inappropriate language and accessing inappropriate images, files, materials, and/or any app or content that would compromise the integrity of the network.
- Attempting to delete browser history to conceal internet patterns is a direct violation of the AUP. Modification to the district browser settings or any other configurations designed to avoid being blocked from inappropriate content or to conceal Internet activity will result in an AUP violation. *Note: Each student device's browser history is recorded by the district firewall whether the device is used in or out of district. Devices and student Google accounts are monitored with GoGuardian at all times also which tracks browser history and warns of inappropriate content and behavior.*
- Unauthorized downloading or installation of software is prohibited. Students may download district-approved apps solely from the Self-Service application.

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## Examples of Unacceptable Use

### Inappropriate use

- Using the district's electronic communications system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing usernames and passwords with others; and/or borrowing someone else's username, password, or account access.
- Purposefully opening, viewing, using or deleting files belonging to another system user without permission.
- Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Gaining unauthorized access to restricted information or network resources.

### Cyberbullying

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments on someone's blog or social networking site (e.g., Instagram or Facebook).
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Recording and distributing media with the intent to manipulate or embarrass others.

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## Fees

### ROMP 1:1 Maintenance Fees

An annual non-refundable fee of \$60. This fee may be payed through the online store by choosing Technology Fees. (be sure to enter your student's name and student id (lunch number) for each device fee). The direct link is: [https://www.petroliacisd.org/online\\_store](https://www.petroliacisd.org/online_store)

- We are moving to an income survey from the Free/Reduced Lunch Form. It requires a Household income instead of individual incomes.
- By completing the survey, the \$60 fee is reduced to \$15.
- The survey can be accessed at: <https://www.mealappnow.com/hisptl/splash.php>

### Lost or Damaged Device Fees

- Damaged Device
    - Accidental = No Fee for first repair. After the first repair, the parent/guardian will be responsible for the cost of any future repairs or replacement of the device if nonrepairable.
    - Negligent = Full repair or replacement cost
  - Lost/Stolen Device
    - With police report filed = \$100
    - With no police report filed = Full replacement cost
- Full Replacement Costs: Chromebook \$300**

### Lost or Damaged Parts

Students are issued parts associated with each device. Students are responsible for repair or replacement of all lost or damaged parts.

### Temporary Replacement of Device

In the event a student needs a replacement device while his/her device is being repaired, devices will be available for check out in the library. The device will be able to go home with the student until his/her device is repaired.

**If a student forgets their device or forgets to charge their device, the student will be able to check out a device from the library, but only during school hours on the campus (cannot go home with student) and with the possibility of the following penalties:**

1st Time - No penalty

2nd Time - Lunch Detention (That day)

3rd Time - Principal's Choice of 5 days of Lunch Detention or 2 Days of ISS

4th Time or More - No longer allowed to check out a device.

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## **Device Security**

### **Filtering at School**

Petrolia CISD maintains Internet filtering for all campuses.

### **Filtering at Home**

Internet access on networks outside of school will be filtered by Petrolia CISD through GoGuardian, but parents should still monitor students' Internet activities.

## **Damaged Equipment**

### **Repairs**

The maintenance fee covers the device only. The district will cover all costs for accidental breakage and loss of the device provided a police report is filed.

The cable and power adapter are covered ONLY if they stop working due to normal wear and tear.

### **Damaged Devices**

If a student's device is damaged or broken, the student will **not** be assessed a repair fee for accidental damage. If the device damage is due to negligence full repair or replacement cost of the device must be paid. The student must return the damaged device to the technology department, and the fee must be paid prior to being issued a replacement device.

## **Lost or Stolen Equipment**

### **Lost Equipment**

If a student's device is lost or stolen during the school day, the incident must be reported immediately to the campus technology department. If the device cannot be located through network monitoring systems, the technology department will contact the campus Principal and Clay County Sheriff Department so that a police report can be filed by the student.

If a student's device is lost or stolen outside of the school day (nights, weekends, holidays, summer), the incident must be reported immediately to the Petrolia CISD Technology Department and Clay County Sheriff's department office at 940.538.5611. A police report must be provided.

If a police report is filed, there will be no cost to the student. If no police report is filed, full replacement cost of the device must be paid prior to the issuance of a replacement device.

### **Misconduct**

The superintendent or designee, has the sole discretion to investigate and find that there is substantial evidence that the device was damaged, lost or stolen due to criminal misconduct by a student. If so, the student will be responsible for full reimbursement of the cost of the repair or replacement of the device. The superintendent or designee will also determine whether a student should continue to participate in the program based on the student's record of loss and/or damage.

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**ROMP 1:1 Student/Parent Agreement**

A device will be assigned to the student named below under the following conditions:

- This ROMP 1:1 Student/Parent Agreement must be signed by both student and parent.
- The student must have a current Petrolia CISD Acceptable Use Policy (AUP) agreement on record. (See Student Code of Conduct.)
- The student and family acknowledge and consent to pay a \$60 non-refundable annual maintenance fee or less \$15 if they complete the Household Income Survey to participate in the ROMP 1:1 program. The fee is not insurance. The fee is intended to sustain the program. The fee must be paid before the device will be issued.
- Use of this equipment is for educational purposes. Use for purposes otherwise or violations of the Petrolia CISD Acceptable Use Policy may result in loss of privileges to participate in the ROMP 1:1 program and disciplinary action.
- Parents/guardians accept financial responsibility for costs related to damage due to purposeful action or gross negligence.
- In the event that the device is lost or stolen, the student and family must notify the district within five business days. **The loss or theft must be reported to the campus technology department, the campus principal and the Clay County Sheriff's Department at (940.538.5611).** In addition, if the device is stolen, a police report must be filed to document the theft.
- **Students who leave the district and fail to check in their Chromebooks and any related equipment will have theft charges filed against them immediately upon the district's knowledge of such an event. The district will prosecute the occurrence to the fullest extent of the law.**

**Please acknowledge you have read and accept the terms of this handbook.**

Student Name \_\_\_\_\_

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

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_