

Throckmorton Collegiate High School

Parent/Student Laptop Handbook 2020---2021

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Terms of the Laptop Loan

Throckmorton CISD will assign a District-owned laptop for each high school student as long as they are a current student at Throckmorton. As part of this program, each student will be receiving a district-provided digital device.

The laptop is intended for educational purposes only, and will be issued upon the student and parent/guardian's signed acceptance of the terms of the Parent/Student Laptop Handbook, Throckmorton Collegiate Independent School District Internet Use Agreement, and the Student Code of Conduct.

Any failure to comply may terminate your right of possession effective immediately and Throckmorton CISD may repossess the property.

Title

The Legal title to the property is in Throckmorton Collegiate ISD name. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.

Loss, Damage, or Theft

If the property is damaged lost or stolen, you are responsible for the current-market cost of repair or the full replacement value. Loss of or theft of the property must be reported to Throckmorton Collegiate ISD by the next school day after the occurrence.

Care of Equipment

The student will exercise all due and reasonable care in handling the laptop and associated peripherals and, the student agrees to return the equipment in good condition at the end of the school year.

Throckmorton Collegiate ISD accepts and acknowledges reasonable and normal wear and tear of the laptop over the course of its useful life. Below are a few examples of normal wear and tear in which student/parents would not be held responsible.

- Laptop battery cannot retain an acceptable charge and needs to be replaced.
- Laptop lids crack slightly around the edges due to the continuous opening and closing.

- Aesthetic scratches that occur on the laptop.
- Fading of backlight on the LCD screen of laptop due to normal use.

Repossession

The District reserves the right to repossess the device at any time for failure to fully comply with the terms of this agreement.

Terms of Agreement

Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation

Your failure to timely return the property and/or the continued use of the device for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Parent/Student Laptop Fees

Students are required to follow the procedures defined below:

- Students will take possession of their assigned laptop at the first of school and check it in no later than the last day of school year or upon withdrawal from the District.
- In case of theft, vandalism, and/or other criminal acts, the student and/or parent **MUST** file a theft report with the local law enforcement within 48 hours of the occurrence. Incidents happening off campus must be reported to the local law enforcement by the parent and a copy of the report be brought to the school for verification.
- If laptop is stolen or lost, students/parents are responsible to pay for the full amount of replacement.
- Students/Parents are responsible for reasonable cost of repair/replacement for damaged laptops.

If a student loses or breaks the Power Charger, he/she will have to pay for the replacement before it is issued.

Payment Plan

If a student is required to pay any laptop fee due to loss or damage, and is unable to pay the amount in full, a payment plan can be created between the student's family and the school.

If a student owes money for computer repairs or missing parts they will be required to check out and check in, their computer, daily until the fee is settled with the school. Please contact the business office @ 940-849-2411 to make arrangements for repayment. A payment must be made weekly or as agreed upon with the Business Manager.

Use of Computers and Laptops on the Network

Throckmorton Collegiate High School is committed to a student being able to continue with his/her work when his/her laptop is experiencing problems. In such instances, the District will provide a loaner laptop.

No Loaning or Borrowing Laptops

- Students are PROHIBITED from loaning their assigned laptop or other equipment to other persons.
- Students are PROHIBITED from borrowing a laptop from another student.
- Students are PROHIBITED from sharing password or usernames with others.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged onto the District network, but may be unprotected at home. Students are in violation of District policy if they access these sites through proxies or by any other means. Parents may want to restrict their home access. For more information about Internet safety go to:

www.studentinternetsafety.com.

Student Email

Through the Throckmorton Collegiate ISD Google account, all Throckmorton students will be assigned a personal email account that is to be used for **school related correspondence ONLY**, e.g. communicating with teachers and working on projects. Personal use of the Throckmorton student email account is strictly **prohibited**.

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions, in accordance with district policy.
- Passwords on screensavers and power-on screens are not to be used.
- There is a \$25 re-imaging charge to get rid of any of the above.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones can be used unless it becomes a distraction and is impacting the instructional process.

Deleting Files

- Students are NOT to delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with the ability to complete classwork and may affect student's grades.
- There is a \$25 re-imaging charge to correct system files.

Music, Games or Programs

The possession of any content (music, pictures, movies, games, etc), which may be construed as profane, pornographic, explicit, or offensive, will result in disciplinary action as defined by TCISD Student Handbook and Code of Conduct.

- Video games (including web-based and widget games) or movies are prohibited unless directly related to a school activity or assignment.
- All software loaded on the system must be District approved.
- There is a \$25 re-imaging charge to get rid of any unapproved software or files.

Social Networking Websites

Accessing social media sites such as Facebook, Flixter, Hi5, etc. is strictly prohibited during instructional hours.

Unauthorized Access

Access to another user's account or computer without their consent or knowledge is considered hacking and is a violation of the District Technology Acceptable Use Policy.

Laptop Identification Tag and Number

All laptops will have an engraved number that will be assigned to each student and recorded in the Throckmorton ISD inventory. Each machine will have an internal name that corresponds to the student's name. This will be used for web site monitoring purposes.

Violations

Violation of the TCISD appropriate use could result in any of the following actions.

- Lose of off-campus lunch privileges
- A conference between principal, parent, and student.
- A student's computer access will be suspended for 3 days
- A student's computer access will be suspended for 5 days
- Out of school suspension.
- In-School-Suspension (ISS)

Transporting Laptops

- Laptops must be transported in the protective bag assigned with the computer at all times.
- Students participating in UIL activities will be responsible for securing their laptop.
- To prevent hard drive damage, laptops need to be shut down when not in use.

Use of Personal Laptops

If a student has their own laptop, they will not be required to check out a laptop from the school. However, they will be required to bring that laptop for use in the classroom every day. Students must be aware that use of the TCISD network requires compliance with the Acceptable Use Policy and the Throckmorton Laptop Agreement during school hours.

Also if a student brings their own laptop to use in class and not a school issued one, they will be required to have the classroom monitoring software installed on their laptops for teacher to actively monitor all laptops being used in their classrooms. The 24/7 internet monitoring will NOT be installed on personal laptops. Parents are responsible for the off school monitoring of websites that their student visits.

Student Copy (Will be signed when issued a laptop)

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Laptop User Agreement Form

Understanding Responsibilities:

Student, please initial each statement to indicate that you understand what is being asked of you.

_____ I understand that it is my responsibility to make sure that the laptop that I have been provided is properly taken care of while it is in my possession.

_____ I understand that there may be charges if the laptop or accessories are damaged, lost or stolen.

_____ I understand that my privilege of using a laptop may be revoked if:

- I leave my laptop in an unsecured area including an unlocked car or vehicle
- My laptop is purposefully or maliciously damaged
- I lend my laptop to anyone
- My laptop is involved in recurrent reckless activities
- I disregard TCISD's Acceptable Use Policy (attached)
- I use my laptop for any activity other than is specified in this handbook.

_____ I understand that it is my responsibility to return the district-assigned laptop at the end of the school year, or if I withdraw from Throckmorton Collegiate ISD.

My signature below indicates that I have read and understand all components of the Laptop Loan and User agreement.

Student Name (print): _____

Student Signature: _____

Date: _____

