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** Device refers to district-issued iPad or Chromebook*

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TECHNOLOGY DEVICE 1:1 PROGRAM

The focus of the VISD 1:1 (one device per student) Program is to provide equipment (district-issued iPad or Chromebook) and instructional resources to prepare all students to be successful, productive students.

The Technology Device 1:1 Program facilitates:

- * Access to digital educational resources
- * Individualized learning
- * Creativity and innovation
- * Critical thinking and problem solving
- * Communication and collaboration
- * Technology literacy skills
- * College and career readiness
- * Extension of the classroom
- * Preparation for online State assessments

The information within this document applies to VISD PK-6th Grade Technology Device Program for Oak Forest, Pine Forest, Vidor Elementary, and Vidor Middle School students.

*Please, note that teachers may set additional requirements for use in their classroom.

GENERAL INFORMATION

DEVICE CHECK-IN AND CHECKOUT FOR USE DURING THE SCHOOL DAY:

- * Technology devices will be distributed at the beginning of the school year. Parents and students must sign and return the Device Handbook Acknowledgement. ***Device Protection Plan must be signed, purchased, and returned and the online registration must be complete before any HOME USE checkout. The parent must pick up the device for home use checkout.***
- * **SUMMER:** Students will turn in their Technology device for the summer. Students will be assigned the same device that was issued the previous year.
- * **EXTENDED SCHOOL BREAKS:** Students may be expected to check in their Technology device during any extended break during the school year.
- * **WITHDRAWAL:** If a student withdraws from VISD, the device, charger and case (if issued) will be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment or missing items, not covered by Device Protection Plan, not to exceed the replacement cost of the device. All devices remain the property of Vidor ISD.

REPAIR

Technology devices that are broken or fail to work properly must be taken by the student to the campus office or library in a timely manner. If the device must be picked up for repair, a temporary replacement may be provided for the interim. Malicious or intentional damage to the device is the responsibility of the student and parent. Students and parents will be charged for repairs not to exceed the replacement cost of the device.

PROTECTION PLAN

Parents have the option to pay a **\$25** (\$15 free & reduced) fee called Device Protection Plan as a use/breakage/repair fee. This payment will be made to VISD. The payment is due prior to the student taking home the device. The fee is \$25.00 annually. Payment can be made with cash or credit card. This annual fee is reduced to \$15 for students who are currently qualified as free and reduced lunch. No family will be required to purchase more than a \$75 protection plan.

The fee covers:

1. Accidental damage
2. Flood
3. Cracked Screens (Limit to one per student. Additional cracked screens will be around \$125.)
4. Natural Disaster
5. Power Surge due to Lightning
6. Theft of/or Vandalism of a device (a police report must be filed) **Key replacements will not be covered by Device Protection Plan.*

LOSS OR THEFT

- * Students (or parents) must contact the campus office if there is loss or theft of the device that has been issued to that student within 2 days of returning to school.
- * A police report is required for replacement of the device. A police report must be reported within 48 hours of theft. Students who lose their device and do not have a theft report will be required to pay the full replacement cost.
- * The Device Protection Plan fee will pay for the first claim. Additional claims are not covered.

Device Cost Chart

With Protection Plan							
1 st occurrence of non-intentional harm	Device or parts will be replaced. Student can use a loaner device at school if available.						
2 nd occurrence of non-intentional harm	Student may lose the privilege of taking the device home. Student can use a loaner device at school if available. Student will be charged for repair or replacement.						
Loss	<p>A form must be completed and submitted to the campus library or office. The Protection Plan does not cover loss. Parents will be charged a replacement fee to replace the device.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Device Replacement Fee</th> </tr> </thead> <tbody> <tr> <td>EE-PK (iPad)</td> <td style="text-align: center;">\$250</td> </tr> <tr> <td>K-6th (Chromebook)</td> <td style="text-align: center;">\$250</td> </tr> </tbody> </table> <p>Parents can choose to pay the replacement fee in order to reinstate full device privileges. Student may lose the privilege of taking the device home if the fee is not paid. Student can use a loaner device at school if available.</p>	Device Replacement Fee		EE-PK (iPad)	\$250	K-6th (Chromebook)	\$250
Device Replacement Fee							
EE-PK (iPad)	\$250						
K-6th (Chromebook)	\$250						
Theft	A form must be completed and submitted to the campus library or office including a Police Report within 48 hours. Device or parts will be replaced. Student can use a loaner device at school if available.						

FAILURE TO RETURN DEVICE:

Failure to return equipment at the end of each school year will result in a fine and theft charges may be filed.

Device: \$250

Device Charger: \$50

Device Case: \$30

DEVICE USE

GENERAL USE

1. NO eating or drinking near your device.
2. Cords, cables, and removable storage devices must be carefully inserted into and removed from the device to prevent damage.
3. Technology device must be in the VISD-issued case at all times if one is issued to you.
4. Students should never carry their device while the screen is open.
5. Do not stack any books, heavy materials, etc. on top of the device or backpack. Anything placed on the device may cause damage.
6. Do not close the device with anything inside it (pencil, etc.). This can cause screen damage.
7. If a student checks out a device for home use, students are responsible for charging their Technology device. Failure to charge Technology device will result in campus disciplinary action.
8. Do not expose the device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
9. The device comes with a camera that should be used for educational endeavors as instructed by your teachers. The camera should not be used for inappropriate or unsafe activities.
10. Students must not remove the identification tag (barcode) from the device.

CHARGING YOUR BATTERY

- Average battery life should be 7 hours. If the device is consistently losing its charge before the end of the school day, it needs to be turned in to the campus office for repair.
- Technology device should be shut down or put to sleep (close the lid) when not in use to extend battery life.
- Technology device must be brought to school each day fully charged. Students need to charge their Technology device at home or in the classroom each evening. Students who do not bring their Technology device to class charged may result in campus disciplinary action.

SCREEN CARE

- Do not pick up the device by the screen.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning. No disinfectant wipes.
- Do not bump the device against walls, car doors, floors, etc.

SCHOOL USE

- Technology devices are intended for use at school each day. Students are responsible for bringing their Technology device to school fully charged if participating in the “home use” option.
- If a student consistently does not bring his/her device to class, parents will be contacted and discipline action can be assigned.

DEVICE MANAGEMENT

- Only the VISD student who is assigned to the device is allowed to log into that device.
- VISD Technology devices are managed by the domain @vidorisd.org. Any attempt to remove the management will result in immediate disciplinary action, and may result in confiscation of the device.

MEDIA, SOUND, AND GAMES

- All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.
- Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures) will result in disciplinary action and may also result in a loss of device privileges.
- Use of media, sound, and games must be in accordance with classroom procedures and meet the Acceptable Use Guidelines.

HOME INTERNET ACCESS

Students are allowed to set up access to home wireless networks on their Technology device. This will allow students to access resources needed to complete schoolwork. All content that is under the @vidorisd.org domain is monitored by VISD.

SAVING TO THE DEVICE

- Student work will be saved in the student's Google Drive. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any device. There is also limited access to Drive files on tablets and smartphones.
- Files that are saved locally on the device (downloaded PDFs, for example) are only available on that device.

NETWORK CONNECTIVITY

- Vidor ISD makes no guarantee that the VISD network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.
- Students will not be penalized if the district network is down and a completed assignment cannot be accessed for class projects, presentations, etc.

APPS AND EXTENSIONS

- Vidor ISD manages the apps and extensions that are available on the device. Apps and extensions installed by the district are not to be removed by the student.
- Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the device.

INSPECTION

- Technology devices are property of VISD and are subject to inspection at any time.
- Reasons for device inspections may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the device.

DEVICE OPERATING SYSTEM UPDATES

- The device will update automatically when updates are available and the device is connected to the Internet.
- If a device does not appear to be managed by @vidorisd.org, is running slowly, or has trouble connecting to a network, the device should be turned in for maintenance at campus library.

PARENT/GUARDIAN RESPONSIBILITIES

- Talk to your child about values and the standards that your child should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Be an active participant in your child's digital life. Have them show you what sites he/she is navigating to, what apps he/she uses, and what he/she is working on.
- The following resources will assist in promoting positive conversations between you and your child regarding digital citizenship.

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <http://www.commonsensemedia.org/blog/digital-citizenship>

Vidor ISD

PK-6 GRADE

STUDENT DEVICE PLEDGE

- * I will take care of my device.
- * I will never leave the device unattended.
- * I will never loan out my device to others.
- * I will know where my device is at all times.
- * I will charge my device as needed.
- * I will be responsible for any damage caused by food or drink to my device.
- * I will not disassemble any part of my device or attempt any repairs.
- * I understand that my device is for educational use.
- ◆ I will not permanently deface my device (engraving, etc.)
- ◆ I will be responsible for keeping up with my own earbuds or headphones.
- ◆ I understand that my device is subject to inspection at any time without notice and remains the property of Vidor ISD.
- ◆ I will be responsible for all damage or loss caused by neglect or abuse.
- ◆ I understand that my use of the device is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

VISD Device Incident Report /Technology Request

*This form is to be used in the event your child's device needs repair, is lost, or is stolen. Parents should turn this form into the school office or library with the damaged device if the incident occurs off campus. **For incidents, occurring on campus, forms will be available in the office or library.***

Student Name: _____ **Date:** _____

Grade: _____ **Homeroom Teacher:** _____

Date of Incident: _____ **Time of Incident:** _____ **AM / PM**

Location of Incident: _____

Please provide a brief description of the type of damage and how it occurred:

Police Report attached: _____ **yes** _____ **no**

Vidor ISD PK-6 Grade Parent/Student DEVICE AGREEMENT

By signing below, my child and I acknowledge that we have read and agree to follow and accept the **Acceptable Use Guidelines** and the **VISD 1:1 Chromebook Handbook**; and understand that any violation of these guidelines will result in disciplinary action.

Student Name: _____ Campus: **OF PF VE VMS** (circle one)

Student ID# _____ Grade _____ Homeroom Teacher _____

Parent/Guardian Signature _____ Date _____

Phone # _____

DEVICE PROTECTION PLAN

What is the Device Protection Plan:		
This plan is being offered directly from Vidor ISD. This coverage will protect you from paying the full cost of repairs or replacement of your student's Chromebook due to drops, surges, and accidental breakage.		
The plan begins when payment is made and ends on the last day of school.		
What is covered?		
Drops, falls and collisions; electrical surges; damages or broken LCD panel due to drop, fall, or pressure; accidental breakage; liquid spills; natural disaster or flood.		
What is NOT covered?		
Damaged in a fire (home or auto insurance coverage), intentional damages (student is responsible), power cord loss (student is responsible), normal wear that does not affect performance (student is responsible), key replacement (student is responsible)		
How much does this protection plan cost?		<ul style="list-style-type: none"> ● \$25 to enroll (\$15 free & reduced) ● First incident covered with cost of enrollment
How much do the Chromebooks and replacement parts cost? <i>(estimated costs)</i>	<ul style="list-style-type: none"> ● Chromebook - \$250.00 ● AC Adapter and Cord - \$50.00 ● Battery Pack - \$80.00 ● Keyboard and Touchpad - \$125.00 ● USB and Audio Ports - \$125.00 	<ul style="list-style-type: none"> ● Display Panel - \$125.00 ● Webcam and Microphone - \$125.00 ● Speakers - \$40.00 ● Security tag - \$10.00 ● Case - \$30.00

I, _____, the parent/ guardian of _____
(Parent/Guardian Name Printed) *(Student Name Printed)*

agree to pay the VISD Chromebook Protection Plan cost of \$25.00 (\$15 free & reduced) for the 2021-2022 school year. No family will be required to purchase more than a \$75 protection plan.

I will pay this fee by one of the following options:

- One full payment via (circle payment type) Cash Cashier's Check Check Credit Card
- I may need additional help to pay the fee. (Please leave a phone number so that we can call you) _____
- Opt out of protection plan and take full financial responsibility for the device

I understand that until the above amount is paid in full, I am financially responsible for all damages to the device assigned to my child. Opting out will result in financial responsibility for all damages including theft or loss.

OFFICE USE ONLY

Total amount paid \$ _____ Cash _____ Cashier's Check _____ Check _____ Credit Card _____

Received By: _____ Date _____