Technology Handbook and Acceptable Use Policy

Highland Park ISD Technology Program

TECHNOLOGY RESOURCES

The focus of the Technology Program at Highland Park ISD is to prepare students for their future, a world of digital technology and information. To prepare students for an increasingly technological society, The Highland Park Independent School District ("HPISD" or "District") provides an array of technology resources to its students for educational purposes. The goal in providing these resources is to promote educational excellence in the District's schools by facilitating resource sharing, innovation, creativity, and communication with the support and supervision of parents, teachers, and staff. **The use of these technology resources is a privilege, not a right.**

This agreement sets forth the standards governing HPISD student use of those technology resources. This agreement also sets forth the rules under which authorized users may continue their access to and use of the resources. This agreement promotes the ethical, legal, and school-related use of the Highland Park ISD Network "Network" and ensures HPISD's compliance with the Children's Internet Protection Act. Personal electronic devices will be governed under this agreement when such devices are connected to the Network.

DISTRICT RESPONSIBILITIES

HPISD's Superintendent, Administrators, Director of Technology, Network Manager and Teachers will serve to oversee the District's system and will work with the Texas Education Agency, Region 16 Education Service Center, and other agencies as necessary to ensure the safety of all users of the Network and Internet. The Technology Department will establish a process for setting up individual accounts for storage of information, establish procedures for the storage of images, video, and music files, establish a training and information as needed, establish a district virus protection process, and coordinate other activities related to the use of the Network. The District utilizes software designed to block access to certain Internet sites, and to monitor and log all activity of users of the Network, or otherwise act to verify or enforce compliance with District policies and purposes.

Disclaimer

Pursuant to the Children's Internet Protection Act, HPISD uses filtering software to screen Internet sites for offensive material. The goal is to filter pages containing offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals/Dating; Lingerie/Swimsuit; Racism/Hate; Obscene/Indecent/Vulgar; and Illegal/Questionable. Innocent search requests may lead to sites with highly offensive content. Additionally, having an e-mail address may lead to receipt of unsolicited e-mail containing offensive content. With this in mind, the HPISD reminds authorized users that accessing the Internet is done at the risk of the user. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children gain access to inappropriate

and/or harmful material, HPISD will not be liable. To minimize these risks, student use of the Network is governed by this agreement. Furthermore, students are responsible for seeking assistance in the event they need help in safely conducting Internet searches.

The policies, procedures and information within this document apply to all mobile devices assigned by Highland Park ISD. Teachers may set additional requirements for technology use in their classroom.

Use of Technology Resources Policy

Purpose
Highland Park ISD is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the HPISD technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the HPISD.

Definition – Technology Resources
Highland Park ISD technology resources include but are not limited to the following resources: network, Internet, computer, hardware, software, printers, servers, stored text, data files and new technologies as they become available. The District's computer systems and networks include any configuration of hardware and software. This includes electronic mail, local databases, externally accessed databases (such as the Internet), optical media, digital images, digitized information and communications technologies. **The District reserves the right to monitor/review all technology resource activity.**

GENERAL PROVISIONS
Authorized Users
All authorized users shall adhere to the provisions of this agreement (and any other applicable District policy, regulation or administrative directive) as a condition for continued use of the Network. It is a general policy of HPISD to promote the use of computers in a manner that is responsible, legal and appropriate. This agreement is enacted anytime there is a connection to the District's hardwired or wireless network or from an outside line such as Fiber, T-1, BRI, PRI, VPN, Dialup, DSL, Distance Learning Equipment, **and other personal electronic devices.**

Regulations
The use of Highland Park ISD's technology resources is a privilege, not a right. The privilege of using the technology resources provided by HPISD is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Highland Park ISD. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this Technology Policy/handbook, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Highland Park ISD's Student Code of Conduct shall be applied to student infractions.

User Terms and Conditions
The District will make training available to all users in the proper use of the system and a copy of the responsible use guidelines is available in the HPISD Employee Handbook, the Student Code of Conduct and on the HPISD website. All training in the use of the District's system will emphasize the ethical use of this resource.

Teachers and other staff should help guide students in their use of the Network so that students will learn how Internet resources such as discussion boards, wikis, and blogs can provide valuable educational information from classrooms, schools, and other national and international sources. In addition to using the Network strictly for educational pursuits, authorized users will be expected to follow generally accepted rules of digital citizenship and network etiquette (also known as netiquette). These include, but are not limited to, the following:

1. Use appropriate language.
2. Do not pretend to be someone else when sending or receiving messages.
3. Do not submit, publish, or display any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials or messages either public or private.
4. Never reveal personal information such as addresses or phone numbers of users or others with their knowledge or consent, or if not required to do so by law or duty.
5. Never use the network in such a way that would disrupt the use of the network by other users.
6. Be polite.
7. Follow existing copyright laws, copies of which may be found in each campus library.
8. Post only allowable Podcasts, Blogs, Forums, WIKIs and Streaming Media. Allowable items:
    a. Support of district goals and/or supports the HPISD approved curriculum.
    b. Are student or teacher-created.
    c. Are loaded on a district's website or district approved resource.
9. Use only Applications (Apps) that:
    a. Support of district goals and/or the HPISD approved curriculum.
    b. Are not disruptive to district systems or applications.
    c. Do not incur unauthorized charges.
10. Electronic Mail provides a powerful and nearly instantaneous way to communicate and collaborate with people around the world.
    a. Students may be granted e-mail access only through a district approved e-mail system.
    b. District employees will be provided with an individual Email account.
    ● While most people consider e-mail to be private, users of Email should

clearly understand that the level of privacy afforded is actually much lower than for postal correspondence. HPISD reserves the right to review all e-mail as it deems appropriate, including for purposes of enforcing adherence to the guidelines for use set forth in this Agreement, other District policies, or other legal requirements.

• The District is providing Email access for the purpose of furthering its educational mission. It is expected that members of the school community will make use of that access for educational purposes. Commercial use of the District's e-mail access or other electronic communications access is not permitted.

The use of Highland Park ISD's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Highland Park ISD along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the activities of the end users in the school environment.

2. User accounts are considered the property of the school district. Administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Technology Violations:

a. Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials or messages, either public or private, to teachers, students, parents, or other individuals or groups.

b. Downloading or installing unauthorized games, programs, files, electronic media, and/or standalone applications from the Internet or placing external data on any computer, whether stand-alone or networked to the District's system, without permission from the Technology Department.

c. Vandalizing, damaging, or disabling property/files of the school or another individual or organization.

d. Attempting to log on or logging into a computer or e-mail system by using another's password. Assisting others in violating this rule by sharing information or passwords is also unacceptable.

e. Using the network or Internet for commercial, political campaign, or financial gain purposes.

f. Releasing files, home address, personal phone numbers, passwords, or other vital information to others.

g. Promoting or soliciting for illegal activities.

h. Attempting to repair, remove or install hardware/software

components reserved for an authorized HPISD technician.

i. Violating copyright or other protected material laws.

j. Subscribing to mailing lists, mass Email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.

k. Intentionally disrupting the use of the Network for other users, including, but not limited to, disruptive use of any processes or programs, utilizing tools for ascertaining passwords, participating in or commissioning a Distributable Denial of Service (DDoS) attack, or engaging in "hacking" of any kind.

l. Attempting to log on to the Laptop/Network and/or other device as an Administrator or user other than oneself.

m. Attempting to bypass the district's telecommunication system through the use of software, hardware or outside proxy systems. Assisting others in violating this rule by sharing information or passwords is also unacceptable.

n. Bypassing the Internet filter by connecting a district device to an external network, including 3G/4G, while on HPISD property.

o. Using the network for cyber-bullying.

p. Accessing information resources, files, and documents to which you have not been granted access or without authorization from another user.

Consequences:

1st offense – Office intervention, laptop and/or other device suspension.

2nd offense –Office intervention, laptop and/or other device confiscated for remainder of school year.

Computer Network Violations:

a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator or user other than oneself.

b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.

c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.

d. Creating, uploading, or transmitting computer viruses.

e. **Attempting to defeat computer and/or network security**.

Consequences:

Suspension of Technology computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school or discipline set by Principal.

4. Personal devices may only be connected to the district network via wired or wireless connection with express permission from the technology department and may not be used as a replacement or in lieu of district provided devices. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or device except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6. Any security or equipment problems arising from the use of technology resources must be reported to the Technology Department or Principal's Office.

7. Students will be held responsible for maintaining their individual school issued devices and keeping them in good working order.

8. Batteries must be charged and ready for school each day.

9. Only labels or stickers approved by Highland Park ISD may be applied to the Laptop and/or other device.

10. Laptop and/or other device sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.

11. Laptop and/or other devices that malfunction or are damaged must first be reported to the Technology Department. The school district will be responsible for repairing devices that malfunction.

12. Laptop and/or other devices that are stolen must be reported immediately to the Police department.

Individual school Laptop and/or other devices and accessories must be returned to the HPISD Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at HPISD for any other reason must return their individual school technology on the date of termination. If a student fails to return the Laptop and/or other device at the end of the school year or upon termination of enrollment at HPISD, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device. Failure to return the computer will result in a grand theft report being filed with the Amarillo Police Department. Furthermore, the student will be responsible for any damage to the Technology Device, consistent with the District's Technology Protection plan and must return the computer and accessories to the HPISD Technology Department in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the device.

Users will be responsible for following all copyright laws.

All authorized users are to promptly report any breaches of security, violations of responsible use,(including inadvertent access to prohibited sites), and the transmission of web addresses or e-mail information containing inappropriate material to the Technology staff. Failure to report any incident promptly may subject the authorized user to corrective action consistent with the Disciplinary Code, District policies, or applicable directives. Intentional attempts to degrade or disrupt system performance may be viewed as violations of Highland Park ISD guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to uploading or creating of computer viruses, system break-in utilities, DDoS attacks, or system hacking programs. Vandalism as defined above will result in the cancellation of system use privileges and possible criminal prosecution. The party will be responsible for restitution of costs associated with system restoration, hardware, or software costs. Students will be entirely responsible for the cost of repairs to computers that are intentionally damaged.

AUTHORIZED USER WEBSITES
Only authorized users may create web pages as a part of a campus or class activity. Only those students whose parent(s) or guardian(s) have completed the Consent and Release Form may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

MONITORING
On August 11, 2011 the FCC released its long awaited rule modifying CIPA to include ERate provisions of the Protecting Children in the 21st Century Act of 2008. The new FCC Order (FCC 11-125) implements the "educating" requirements of the Protecting Children Act effective FY 2012, meaning any school or school district applying for E-Rate discounts (beyond simple telecommunication services) MUST provide Internet Safety Policies that include "monitoring the online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response." In Response to this Rule, HPISD's Education, Supervision, and Monitoring Policy:

It shall be the responsibility of all members of the Highland Park ISD to educate, supervise, and monitor appropriate usage of the Laptop and/or other device and access to the Internet in accordance with these policies, CIPA, the Neighborhood

Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Highland Park ISD has two filter products which are designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. In addition, each computer has software that allows access to view student's laptops. Highland Park ISD also provides student education about online behavior including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response through the "Pause Before You Post" Education Program. Procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the Technology Director and/or Superintendent of Highland Park ISD.

*CIPA definitions of terms:
TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that block or filters Internet access to visual depictions that are:
1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
SEXUAL ACT; SEXUAL CONTACT: The term "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

The Network is routinely monitored to maintain efficiency. Authorized users should be aware that use of the Network, including e-mail, is subject to monitoring by the HPISD Technology Department and designated administrators. Any activities related to or in support of violations of this agreement (or other District policy) may be reported and will subject the user to sanctions specified either in the Student Code of Conduct, this agreement, other applicable District policy, or administrative directives.

ASSUMPTION OF RISK
HPISD will make a good faith effort to keep the Network system and its available information accurate. However, authorized users acknowledge the following:

• There is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available.
• HPISD is not liable for lost or corrupted data. While HPISD utilizes backup software, users are encouraged to safeguard important files.
• HPISD does not warrant that the Network will be error free or free of computer viruses.
• HPISD is not responsible for any damage, physical or software based, that is incurred to personal devices while connected to the Network.
• In making use of these resources, authorized users agree to release HPISD from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the Network.
• The information available through the Internet may be inaccurate. HPISD has no ability to maintain such information and has no authority over these materials. HPISD makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the Network from outside networks.
• Use of the Network is at the risk of the authorized user.

SOCIAL MEDIA POLICY

Social media is a communication tool in the form of websites or applications that staff and students use to share information and exchange ideas. HPISD understands the value of social media and encourages its use with the understanding that guidelines will be in place to protect district approved accounts/pages. Users are responsible for their own behavior when communicating with social media. They will be held accountable for the content of the communications that they state/post on social media. Users are responsible for complying with the School District employee, student and conduct policies. Users may not disrupt the learning atmosphere, educational programs,

school activities, and the rights of others. The School District has the right, but not the duty, to inspect, review, retain, or remove electronic communication created, sent, displayed, received or stored on and over the School District network and to monitor, record, check, track, log, access or otherwise inspect its network system. The School District is not held accountable for any content published using a personal social media account.

Social Media Guidelines

This Administrative Regulation applies to all School District environments, whether the social media is used on School District property, or beyond School District property (including but not limited to, at a third-party's contracted property).The School District reserves the right to determine if any guideline not appearing in the list below constitutes acceptable or unacceptable social media use.
• Students must not promote or appear to promote illegal drugs, illegal activities, violence, drinking, and cyber bullying.
• Students must not impersonate or access another user's account/page with or without permission.
• Students should state/post only what they want the world to see. Imagine your parents, teachers, and administrators visiting your social media. Essentially, once a student shares something it is likely available after (s)he removes it from the social media and could remain on the internet permanently.

INDEMNIFICATION
The authorized user indemnifies and holds HPISD harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the Network that cause direct or indirect damage to the user, HPISD, or third parties.

School District Technology Checkout Fees:
An annual payment in the amount of $40.00 for the first student and $20.00 for each additional student. This payment is nonrefundable.

Chromebook P22T: If the device is damaged, a $50.00 surcharge will be applied to offset cost of repairing the laptop.

Chromebook P26T: If the device is damaged, the cost of the replacement part will be assessed.

MacAir/iPad: If the device is damaged, the cost of the replacement part will be assessed.

In cases of theft, vandalism and other criminal acts, a police report **MUST be filed by the student or parent.**

Accidental Technology damage: Students who have recorded 2 or more instances of accidental Technology damage may be asked to check their Technology in at the Technology Department after school or denied a computer for the remainder of the year.

1. TECHNOLOGY SPECIFICATIONS

The Technologies assigned for use at Highland Park ISD are the **Apple Macbook Air, iPad and/or Dell Chromebook.**

2. RECEIVING YOUR TECHNOLOGY

Laptops and/or other devices will be distributed each fall during the first weeks of school. **Parents & students must sign the Technology Handbook and AUP before the Technology can be issued to their child.**

School Laptops and/or other devices will be collected at the end of each school year for maintenance, cleaning and re-imaging. Students will retain their original Laptop and/or other device each year while enrolled at HPISD.

3. TAKING CARE OF YOUR TECHNOLOGY

Students are responsible for the general care of the Laptop and/or other device they have been issued by the school. Laptops and/or other devices that are broken or fail to work properly must be taken to the Technology Department.

3.1 General Precautions

- No food or drink should be allowed next to your Laptop and/or other device.*.*
- Students should never carry their Laptop and/or other device while the screen is open. **Do not bend your screen back too far or carry your laptop by the screen. This will cause damage to the laptop.**
- Laptop and/or other device **must remain free of any writing, drawing, stickers, or labels that are not the property of HPISD.**
- Laptop and/or other device must never be left in a car or any unsupervised area.
- Students are responsible for keeping their Laptop and/or other mobile device charged for school.

3.2 Carrying of the Laptop and/or other device
The protective sleeve provides your Laptop and/or other mobile device with sufficient padding to protect the Technology from normal treatment and provide a suitable means for carrying the computer within the school. Your backpack does not protect your computer.

- Laptop and/or other device should **always** be carried within the protective sleeve. This prevents damage to corners.

3.3 Screen Care
The Device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

4. USING YOUR TECHNOLOGY AT SCHOOL

Laptops and/or other devices are intended for use at school each day. In addition to teacher expectations for Technology use, school messages, announcements, calendars and schedules will be accessed using the Laptop and/or other device. Students must bring their Device to all classes, unless specifically advised not to do so by their teacher.

4.1 Laptop and/or other mobile devices left at Home
If students leave their Laptop and/or other mobile device at home, they must phone parents (on teacher request) to bring them to school. Repeat violations of this policy will result in disciplinary action.

4.2 Technology Undergoing Repair
Loaner Laptops and/or other devices may be issued to students when they leave their School Laptop and/or other school mobile device for repair at the Technology Department. We do not issue loaner chargers.

4.3 Charging Your Technology's Battery
Laptop and/or other mobile devices must be brought to school each day in a fully charged condition. Repeat violations of this policy will result in disciplinary action.

4.4 Screensavers
- Inappropriate media of any kind may not be used as a screensaver on a school laptop/device. This also applies to any Bring Your Own Device while at school.
    Presence of guns, weapons, pornographic materials, inappropriate

language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

4.5 Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.6 Printing
Students who want to print on a home printer must ask the Technology Department to install their printer software on the device.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Home Directory
Students can log onto our network or their Google Account 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. Bring your own Devices will connect via the guest wireless and will be assigned a Gmail account to transfer assignments.

5.2 Saving data to Removable storage device
**Students should backup all of their work at least once each week.
It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Technology malfunction is not an acceptable excuse for not submitting work.**

6. SOFTWARE ON HPISD TECHNOLOGY DEVICES

6.1 Originally Installed Software
The software originally installed by HPISD must remain on the Technology in usable condition and be easily accessible at all times.

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 deleted from the Laptop and/or other device at the completion of the course. Periodic checks of school Laptops and/or other devices may be made to ensure that students do not have software that is no longer required in class and that the school has not exceeded its licenses. If school software is placed on a "Bring Your Own Device", HPISD has the right to remove it at the end of the school year.

6.2 Virus Protection
HPISD's Technology device has anti-virus protection software. This software will

scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network.   The school's storage server is also installed with virus protection software and hardware.

6.3 Additional Software
It is the responsibility of individual students to be aware of additional software programs and files loaded onto their school issued Laptop and/or other device. Students are responsible for maintaining the integrity of software required for facilitating academic activities.
- Any additional software/games must be appropriate for the school environment and may not infringe on the productivity of the classroom setting. It must also be approved by the Technology Department.
- Students are responsible for ensuring that only software that is licensed correctly is loaded onto their computers.
- **Violent games and computer images containing obscene or pornographic material are banned and will result in a disciplinary procedure when found on a school assigned device.**

6.4 Inspection
Students may be selected to provide the school Laptop and/or other school device for inspection at any time.

6.5 Procedure for re-loading software
If technical difficulties occur or illegal software is discovered on the school's technology device, the technician will copy all files off the device. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated on the laptop. The school does not accept responsibility for the loss of any software/data deleted due to a re-formatting and re-imaging.

6.6 Storing Your Technology
When students are not monitoring their laptop and/or other device, they should be stored in a locked room. Nothing should be placed on top of the Technology when stored in a locker(with a lock). They should not be left on the desk. Students are encouraged to take their Laptop and/or other Device home every day after school, regardless of whether or not they are needed. Mobile Devices should not be stored in a student's vehicle at school or at home.

6.7 Laptops and/or other devices Left in Unsupervised Areas
Under no circumstances should the laptop and/or other device be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, commons, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised laptops and/or other devices will be confiscated by staff and taken

to the Assistant Principal's' Office/Technology Office. Disciplinary action may be taken for leaving your Technology in an unsupervised location.

Fraudulent reporting of theft, loss, or damage will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct.

The District will work with the Chief of Police to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

TECHNOLOGY TECHNICAL SUPPORT

The Technology Department coordinates the repair work for Laptops and/or other devices. Services provided include the following:

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

7.0 TECHNOLOGY FAQ'S

1. **What if I already have another model or brand of Technology computer?**

You will be allowed to bring your **laptop** to school and use the guest wireless once Technology checks your computer for virus software. This is necessary to ensure that you have a device that gives you network capability and keeps our network safe. The Highland Park ISD is also limited to provide maintenance service or assistance for only the school assigned Apple Technology.

2. **Can I have my Technology computer this summer?** No. School Technology Devices will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their Device after the orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and HPISD policy regarding the ethical use of computers.

3. **Does HPISD provide maintenance on my school assigned technology?** Yes. The

Technology Department staff will coordinate maintenance for students.

4. **What will I do without a computer in my classes if my Technology unit is being repaired or while I am replacing it if it is lost or stolen?** HPISD stocks a limited number of Laptops and/or other devices that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit in the technology department. *If you are in possession of a loaner, treat it as if it were your own. You will be responsible for any damage to the unit and/or for its loss.*

5. **If I purchase software in addition to the available software provided through HPISD, will the Technical staff load it for me?** Yes. Appropriate software will be installed by the Technical staff on school assigned computers.

6. **Do I need a printer?** If you want to connect to a printer at home with the school Technology, you will need to visit the Technology Department and ask to have your printer software installed.

7. **Will I need to buy a modem?** Yes, for home use.

8. **How do I connect to the Internet at home?**
You may connect to the Internet using a cable Ethernet connection or wireless connection. If you maintain a wireless home network, you must set the Technology to connect to your wireless connection.

9. **Will there be facilities to backup the files I create on my Technology?** Yes. You will be able to save with a USB drive and your Google in Education account.

10. **What if I want to add options to my Technology later?** Only the HPISD is authorized to add options and upgrades to your Technology.

11. **What if I want to run another operating system on my Technology?** Only the operating system chosen by HPISD will be authorized to run on a school assigned Technology device.

12. **Will I be given a new battery if the school assigned one goes bad?** The Technology battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

13. **What has the school done to help prevent students from going to inappropriate sites?** HPISD is protected by two filters, one owned by the school, the other through Region 16 Education service center. The two filter products are designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. In addition, the District has software allowing access to monitor student's school assigned laptop while at school. All students who attempt to find inappropriate sites

will be directed to the Principal's Office.

14. **If the accessories to my Technology are lost or stolen, how much will it cost to replace them**? In the event that Technology accessories are stolen, you should report the lost items to the Technology Department or HP Police office. Each accessory is individually priced.

The Highland Park Technology AUP/Handbook is available online and in our HS/MS office. I acknowledge that I have read and understand the Technology AUP and Handbook.

Student Name:_____(Print)

Student Signature:_____ Date:_____

Parent Signature:_____ Date:_____