

Granger Independent School District
1:1 Technology
Lending Program Manual

Granger ISD uses Instructional Technology as one way of enhancing the mission to prepare and inspire all students for life-long success by teaching the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, Granger ISD has made it a goal to offer students a 24/7 accessibility to their learning through the technology lending program. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The program includes providing Granger ISD-owned laptops to all high school students in the school year. An important component of the program will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors.

The policies, procedures and information within this document apply to all computers used at Granger ISD. Teachers may set additional requirements for use in their classroom.

A. RECEIVING AND RETURNING YOUR LAPTOP

1. Receiving Your Device

Laptops will be distributed at the beginning of each school year. Parents and students must sign and return the Laptop Loan Agreement, the Damage/Loss Agreement Form and pay the \$35 insurance fee before beginning participation in the program.

You are encouraged to complete these documents as part of the registration process so that students can obtain a device and begin working on the first day of school.

2. Returning Your Device

Devices will be returned during the final week of school. Seniors will turn in the device at the end of the school year as part of the normal graduation activities. If a student graduates early, withdraws, or is expelled from Granger ISD prior to the end of the school year, the device will be returned at that time.

3. Failure to Return the Laptop

Individual laptops and accessories must be returned at the end of each school year. If a student fails to return the device and accessories at the end of the school year or upon termination of enrollment in Granger ISD, the student will be responsible for the replacement of the laptop and may be subject to criminal prosecution or civil liability. Failure to return the laptop will result in a theft report being filed with the Williamson County Sheriff's Office.

Furthermore, the student will be responsible for any damage to the laptop, consistent with the District's Damage/Loss Agreement Form.

B. CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Devices that are broken or fail to work properly should be taken to the technology department for evaluation of the equipment.

1. General Precautions

- The device is Granger ISD property, and all users will follow these policies and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Laptops must remain free of any writing, drawing, or labels that are not the property of GISD.

- Laptops must never be left in an unlocked locker, unlocked car or any unsupervised area, including locker rooms.
- Students are responsible for keeping their laptop battery charged for school each day. Letting the laptop fully discharge can result in a hard drive crash. This will require a re-image of the device and loss of any and all documents saved to the laptop.
- Avoid extreme heat or cold.

2. Carrying Laptop

The protective cases provide sufficient padding to protect the Chromebooks from normal treatment and provide a suitable means for carrying the device. However, the Lenovo Thinkpads have no such protection or handle.

The guidelines below should be followed:

- Some carrying cases such as backpacks can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen. Spiral notebooks cause damage to the laptop case. Please avoid contact with these.
- If you are not using a carrying case, carry the laptop by the handle whenever transporting it, to avoid dropping it.

3. Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not attempt to rotate the screen.
- Do not place anything near the laptop 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, dry cloth or anti-static cloth.
- Do not "bump" the laptop against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

C. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using the laptops. Students are *responsible for bringing their device to all classes every day*, unless specifically instructed not to do so by the school principal.

1. Laptops Left at Home

If a student leaves the laptop at home, the student is responsible for getting the course work completed as if the device was present. If a student repeatedly leaves the laptop at home, the student may be subject to disciplinary consequences.

2. Laptop Undergoing Repair

Loaner Laptops may be issued to students when they leave their device for repair in with the technology department. There may be a delay in getting a laptop should the school not have enough to loan.

3. Charging Your Laptop's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy may result in the imposition of disciplinary consequences.

4. Screensavers/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

5. Printing

A component of the program is encouraging a paperless environment. However, if necessary, students will be given information and instruction on printing with the laptop at school.

6. Internet Access

Free wireless access will be provided by Granger ISD on campus. The District is not responsible for personal charges for accessing other wireless connections or other data charges.

7. Saving Documents and Other Work

For document storage, students are encouraged to email documents or save work on the Google Drive account provided by Granger ISD. All Google accounts provided by the district are the property of Granger ISD, and as so, are subject to access by administrators and teachers. There is no assumption of privacy allotted or implied to these accounts.

3.

D. SOFTWARE ON LAPTOPS

1. Installed Software and Applications

The software/applications installed by GISD must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add or remove software applications for use in a particular course.

2. Additional Software and Applications

Additional software other than GISD approved software will *not* be allowed on the device. For questions please contact the technology director. Students will not be responsible for loading extra software and applications on their laptops.

3. Software Upgrades

Upgrade versions of licensed software/applications are available from time to time. GISD technology personnel will install all necessary updates and software.

E. ACCEPTABLE USE

With the program, you are being given access to the Granger ISD's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the *District Acceptable Use Policy* and ask questions if you need help in understanding it. It will be your responsibility to follow the rules for appropriate use. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While Granger ISD uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

1. Acceptable Use

In addition to the Granger ISD Acceptable Use of Technology Policy, the following guidelines should be observed. Any use described below is deemed "acceptable" and consistent with the Granger ISD Acceptable Use Guidelines for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

- Use is mainly for educational purposes, but some limited personal use is permitted. (Remember that people who receive e-mail from you with a District address might mistakenly infer that your message represents the District's point of view)
- Use furthers the educational and administrative purposes, goals, and objectives of Granger ISD.
- Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
- Use furthers research related to education and instruction
- Use does not violate the student code of conduct or employee standards of conduct

2. Unacceptable Use

Any of the following uses is deemed "unacceptable" and a violation of the Granger ISD Acceptable Use Guidelines for Technology. The Granger ISD Acceptable Use of Technology Policy should be the guiding resource for all questions related to the program. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee. Disciplinary action may be taken for unacceptable use of the network or Internet.

- Unauthorized use of copyrighted material, including violating district software licensing agreements.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Use of technology resources such as chat rooms, social sites, and games in a manner that causes disruption to the educational program.
- Use of school technology resources to encourage illegal behavior or threaten school safety.
- Personal, political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
- Use of any means to disable or bypass the district's Internet filtering system or other security systems.
- Attempting to destroy, disable or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district's system, including uploading or creating computer viruses.
- Encrypting communications or files to avoid security review.
- Posting personal information about yourself or others (such as addresses and phone numbers) other than as needed to conduct school operations.
- Forgery of electronic mail messages or transmission of unsolicited junk e-mail.
- Use that violates the student code of conduct or employee standards of conduct, or is unlawful.
- Wasting school resources through the improper use of the computer system.

3. Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children 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.

4. Student Responsibilities

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions.
- Help Granger ISD protect our computer system/device by contacting an administrator about any security problems you encounter.
- Monitor all activity on your account(s).
- Always turn off and secure your laptop after finishing working to protect your work and information.
- If you should receive email containing inappropriate or abusive language or if the subject matter is questionable, you should print a copy and turn it in to the office.
- Return your laptop to the library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Granger ISD for any other reason must return their individual laptop on the date of termination.

5. Prohibited Student Activities

- Illegal installation or transmission of copyrighted materials.
- Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Spamming-Sending mass or inappropriate emails.

- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Granger ISD web filter through a web proxy.

6. District/School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet Blocking of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. Granger ISD reserves the right to review, monitor, and restrict information stored on or transmitted via Granger ISD-owned equipment or electronic accounts such as email and to investigate inappropriate use of resources. There is NO PRESUMPTION OF PRIVACY.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Provide technical assistance and device repair services.

7. Responsible Laptop Care

Students will be held responsible for maintaining their individual laptop and keeping them in good working order. Laptop batteries must be charged and ready for school each day.

- Only labels or stickers approved by GISD may be applied to the computer. Laptops that malfunction or are damaged must be reported to the library. The school district will be responsible for repairing devices that malfunction.
- Laptops that are stolen must be reported immediately (within 5 days) to the Office and the Granger Police Department. Reasonable care must be taken to secure the laptop when unattended.
- Damaged laptops should be brought immediately to the technology department for damage inspection and completion of appropriate forms for filing insurance claims. This must be done within 30 days of damage occurrence.
- Malfunctioning computers must be brought to the technology department immediately for repair.

8. Legal Propriety

- Student must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Granger ISD 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 penalties in the Granger ISD Student Code of Conduct and Student Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

9. Student Discipline

If a student violates any part of the above policy, or any other Granger ISD rule, he/she will be subject to disciplinary consequences and possibly criminal prosecution.

F. PROTECTING AND STORING YOUR LAPTOP COMPUTER

1. Laptop Identification

Student devices will be labeled by Granger ISD in order to identify and track each device. Laptops can be identified

by a serial number and Granger ISD label. Students are prohibited from altering these identifying marks in any way.

2. Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any device left in these areas is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the Library or the office, and the responsible student may be subject to disciplinary consequences.

G. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

1. Mandatory Insurance Coverage

Insurance Coverage is mandatory for students and parents to cover laptop repair and replacement in the event of theft, loss, or damage.

- The insurance coverage premium is \$35 payment per student per school year.
- In the event of theft or damage, this coverage will pay 100% of the amount of damage or theft; the student and parent/guardian will be responsible for none of the amount.
- This plan will include replacement of a stolen laptop.
- This plan will *not* cover the loss or damage of the charger. Students/ Parents will be responsible for the full cost to replace those items.
- The \$40.00 insurance premium is nonrefundable. Premiums will not be prorated for partial years or semesters.
- In cases of theft, vandalism and other criminal acts, a police or fire report **MUST** be filed immediately by the student or parent. A copy of the police/fire report must be provided to the Principal's office. Failure to do so will result in loss of insurance coverage.
- In cases of breakage, a report **MUST** be filed immediately by the student or parent with the technology department. Failure to do so will result in loss of insurance coverage.

Parents and students must sign and return the Damage/Loss Agreement Form before beginning participation in the program.

3. Loss/Theft/Other Criminal Acts

In cases of theft, vandalism and other criminal acts, a police or fire report **MUST** be filed by the student or parent. A copy of the police/fire report must be provided to the Principal's office before a replacement laptop will be issued to the student. Failure to do so will result in loss of insurance coverage. Loss due to lack of responsible care taken is *not* covered. You must make sure to reasonably secure the laptop at all times.

4. Repairs

Any technical or mechanical issues with a Granger ISD-owned laptop must be reported to the school and will be repaired by Granger ISD staff. Granger ISD-owned laptops that are broken or fail to work properly should be taken to the technology department for an evaluation of the equipment. In case of breakage, a report **MUST** be filed *immediately* by the student or parent with the technology department. Failure to do so will result in loss of insurance coverage.

Granger Independent School District
Laptop Technology Lending Program
Loan Agreement

Purpose:

Granger ISD uses Instructional Technology as one way of enhancing the mission to prepare and inspire all students for life-long success by teaching the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, Granger ISD has made it a goal to offer students a 24/7 accessibility to their learning through the technology lending program. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The program includes providing Granger ISD-owned laptops to all high school students in the 2015-16 school year.

An important component of the program will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors.

Students and parents/guardians participating in the program must adhere to the Program Policies, Student Code of Conduct, Student Handbook, Acceptable Use Policy, Board policies, and federal/state laws.

Device Specifics:

For program purposes, the technology device covered by this agreement is a laptop or Chromebook. One laptop/Chromebook and charger are being loaned to the student. It is the student's responsibility to care for the equipment on a daily basis, and ensure that it is retained in a safe environment. Any technical or mechanical issues with the laptop/Chromebook must be reported to the school and will be repaired by Granger ISD staff.

This equipment is, and at all times remains, the property of Granger Independent School District and is subject to inspection. The equipment will be returned during the final week of school, or sooner, if a student graduates early, withdraws, or is expelled from Granger ISD prior to the end of the school year.

Student Responsibilities:

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities

- My laptop is my responsibility, and I will not leave it in unsupervised areas.
- I will honor my family's values when using the laptop.
- I will bring the laptop to school every day with a fully-charged battery.
- I will treat the laptop appropriately and will report any mechanical or technical issues to the school.
- I will use my best efforts to ensure that the Granger ISD-owned laptop is not damaged, lost, or stolen while in my possession.
- I will not remove or modify the identification and inventory labels that have been placed on the laptop. I will not add labels, tags, or markings to the device.

Parent/Guardian Responsibilities:

Your son/daughter has been issued a laptop as a part of the program to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my son's/daughter's use of the laptop at home.

- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the Internet and email.
- I will ensure that my son/daughter reports any mechanical or technical issues to the school. I will ensure that my son/daughter understands the Student Responsibilities outlined in this Loan Agreement.
- I agree that the laptop will be returned to Granger ISD when requested and upon my son's/daughter's graduation, expulsion, or withdrawal from Granger ISD.
- I will complete the laptop Damage/loss Agreement Form before a device will be issued to my son/daughter.

We agree to the terms above and accept responsibility for the Granger ISD-owned Laptop:

Student Signature

Date

Student First Name (Print)

Student Last Name (Print)

Grade

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Damage/Loss Agreement Form

Granger ISD recognizes that with the implementation of the program there is a need to protect the investment in Laptops by both the District and the Student/Parent. This document outlines protection of the laptop against damage and loss.

This form must be completed before a laptop will be provided to your student.

Insurance Coverage

Insurance Coverage is mandatory for students and parents to cover laptop repair and replacement in the event of theft, or damage.

- The insurance coverage premium is \$35 payment per student per school year.
- In the event of theft or damage, this coverage will pay the total amount of damage or loss.
- This plan will not cover the loss or damage of the charger or negligence in keeping the device secured. Students/Parents will be responsible for the full cost to replace this item.
- The \$40.00 insurance premium is non-refundable. Premiums will not be pro-rated for partial years or semesters.
- In cases of theft, vandalism and other criminal acts, a police or fire report **MUST be filed by the student or parent.** A copy of the police/fire report must be provided to the Principal's office and Granger Police Department. Failure to do so will result in loss of insurance coverage.
- In case of breakage, a report **MUST** be filed immediately by the student or parent with the technology department. Failure to do so will result in loss of insurance coverage.

Insurance Coverage

| | | | |
|--|-----------------------|---------------|------------|
| | \$35 Payment Attached | Check Number: | Date Paid: |
|--|-----------------------|---------------|------------|

Student Signature

Date

Student First Name (Print)

Student Last Name (Print)

Grade

Parent/Guardian Signature

Date

Parent/Guardian Printed Name