

Laptop Policy, Procedures and Information

Presidio ISD

Presidio ISD Laptop Program

The focus of the Laptop Program at Presidio ISD is to prepare students for their future, a world of digital technology and information. An atmosphere that provides students with immediate access to online resources, local network resources and online/CD-Rom based information and textbooks are essential to survive in the 21st century. Research indicates that students who have access to technology on a regular basis show a significant improvement in their learning skills over students who do not have regular access. With this in mind, every effort will be made to provide access to quality resources that will hopefully reshape how students learn. With the issuance of each laptop also comes the need to establish rules, policies, and regulations that will govern the use of the equipment. These issues range from the need to protect student access, to care and maintenance of the laptops. Each student will be issued a laptop computer for their use at registration. For those students registering during the school year, a laptop will be issued as part of the registration process. The laptop will be assigned to a student in the same manner in which a textbook is issued. This means that the serial number of the unit, etc. will be recorded and students will sign for the equipment.

Students live in an on demand, technology dependent world. They learn differently and approach schoolwork differently than students did even a few years ago. This impacts learning. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Classroom Connections integrates technology into the curriculum anytime, anyplace.

Establishing this new environment for such learning takes careful planning and consideration. We hope the information in this guidebook provides you with useful information, advice, best practices and practical solutions and consequences. This guidebook is not meant to be "all inclusive" and will remain a work in progress as the Classroom Connections Program develops over the years. While the success of any program of this magnitude depends on individual goals, school wide goals, environments, planning and personnel — certain strategies can be universal. The keys to our goal and objective setting process will focus around the enhancement of student learning and aligning our technology policies and instructional policies into one.

Technology and technology empowered students are here to stay. Presidio ISD wants to capitalize on young people's affinity for technology and engage those students in learning in a more relevant way in a world that is becoming increasingly technology driven.

Thank You

Dennis McEntire,
Murphy Quick
Central Administration

Teresa Porras, Leoel Madrid,
Judith Pardo, Dale Jones
Campus Administration

Carmen Rubner
Technology Coordinator

TABLE OF CONTENTS

1. RECEIVING YOUR LAPTOP

2. TAKING CARE OF YOUR LAPTOP

- 2.1 General Precautions
- 2.2 Carrying Laptops
- 2.3 Screen Care

3. USING YOUR LAPTOP AT SCHOOL

- 3.1 Laptops Left at Home
- 3.2 Laptop Undergoing Repair
- 3.3 Charging Your Laptop's Battery
- 3.4 Screensavers
- 3.5 Sound
- 3.6 Printing
- 3.7 Deleting Files
- 3.8 Music, Games, Programs

4. MANAGING YOUR FILES & SAVING YOUR WORK

- 4.1 Saving to the Home Directory
- 4.2 Saving data to Removable storage devices

5. SOFTWARE ON LAPTOPS

- 5.1 Originally Installed Software
- 5.2 Virus Protection
- 5.3 Additional Software
- 5.4 Inspection
- 5.5 Procedure for re-loading software
- 5.6 Software upgrades

6. ACCEPTABLE USE

- 6.1 General Guidelines
- 6.2 Privacy and Safety
- 6.3 Legal Propriety
- 6.4 E-mail
- 6.5 Consequences
- 6.6 Student Responsibilities
- 6.7 Parental Responsibilities

7. PROTECTING & STORING YOUR LAPTOP COMPUTER

- 7.1 Laptop Identification
- 7.2 Password Protection
- 7.3 Storing Your Laptop
- 7.4 Laptops Left in Unsupervised Areas

8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

- 8.1 School District Protection
- 8.2 Claims

9. LAPTOP TECHNICAL SUPPORT
10. LAPTOP FAQ'S
11. LAPTOP REWARD SYSTEM
12. USE OF TECHNOLOGY RESOURCES POLICY
13. LAPTOP COMPUTER PROTECTION
14. STUDENT PLEDGE FOR LAPTOP USE

The policies, procedures and information within this document apply to all laptops used at Presidio High School and Lucy Rede Franco Middle School, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.



1. RECEIVING YOUR LAPTOP

Laptops will be distributed each fall. **Parents & students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to their child.**

Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at Presidio High School and Lucy Rede Franco Middle School.

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the school library and checked in. A student help desk ticket must be filled out by the student before repairs can take place.

3.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any stickers, writing, drawing, etching, etc.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.

3.2 Carrying Laptops

The protective backpacks/cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Some carrying cases 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. Textbooks cannot be carried in the same carrying case.
- The laptop must be turned off before placing it in the carrying case.

3.3 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 laptop when it is closed.
- 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.
- 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 LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, student grades, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

4.1 Laptops Left at Home

If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

4.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair at the library pending the availability of "warranty pool" laptops.

4.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

4.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- 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.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4.5 Sound

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

4.6 Printing

Students do not have access to printers from their laptops. If a student needs to print, they need to save the document to the network folder and print using one of the classroom computers.

4.7 Deleting Files

Do not delete any files that you did not create. Deletion of certain files can affect your laptops performance.

There will be a \$15 Re-Image Fee to Correct These Problems

4.8 Music, Games, or Programs

Music and games are not allowed on the laptop during school hours in the classroom without permission from the teacher. Do not save any music, games, or programs to the computer or the Home Directory File. All software must be district provided.

There will be a \$15 Re-Image Fee to Correct These Problems

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Home Director

Students will be logging onto our network 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. The laptops will be set up with space in My Documents in which students should save their work. Student work saved to a different location on the computer will not be saved

5.2 Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage. Removable USB devices may be purchased at a local retailer or from the school if available. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by Presidio ISD must remain on the laptop in usable condition and be easily accessible at all times. The laptop is supplied with Microsoft Windows XP Professional operating system and with additional software. Licensed software provided with all new laptops includes:

- Microsoft Internet Explorer
- Microsoft Office 2003 Professional including Word, Excel, Access, PowerPoint & Publisher
- Microsoft Windows XP Professional
- Vexira Anti-Virus
- Windows Media Player
- Windows Movie Maker

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 laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.2 Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

6.3 Additional Software

No additional software will be installed on the laptop.

6.4 Inspection

Students may be selected at random to provide their laptop for inspection. The laptop and network drive may be inspected by Tech Department Personnel, Administration or any designated school staff.

6.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files in My Documents. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in My Documents. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

There will be a \$15 Re-Image Fee to Correct These Problems

6.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

7. ACCEPTABLE USE

7.1 General Guidelines

- (1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Presidio ISD.
- (2) Students are responsible for their ethical and educational use of the technology resources of Presidio ISD.

(3) Access to Presidio ISD technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.

(4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

(5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.

7.2 Privacy and Safety

- Do not go into chat rooms, send group emails or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an assistant principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility and will protect you from wrongful accusations..

7.3 Legal Propriety

- 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 SHS disciplinary procedures. 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 disciplinary procedures. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 E-mail

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam. Group emails may be sent only with permission from the Principal's office.
- Students should maintain high integrity with regard to email content.
- No private chatting during class.
- Sharpschool e-mail is subject to inspection by the school staff, administration and the Designated School Staff

7.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

The Designated School Staff is included in the designated District staff. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Contents of e-mail and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.

7.6 Student Responsibilities

- Students are responsible at all times for their laptops, whether at home or school.
- Students may only log in under their assigned username. Students may not share their password with other students.

- Students may not share their laptop with other students.
- All laptop components are to be carried in the laptop bags *at all times*.
- Students may not loan laptop components to other student *for any reason*.
- Students may not load or download any software on the laptop.
- Students are responsible for charging and maintaining battery units in laptop daily.
- Laptops come with a standardized image already loaded. These images may not be altered or changed in any way. ***There will be a \$15 Re-Image Fee to Correct These Problems***
- All students have access to a CD burner drive and a network drive on which to store data. *It is the responsibility of the student to see to it that critical files are backed up regularly to one of these two locations.*
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.
- ***Do not*** leave the power cord plugged into the laptop while in the laptop bag. This will cause damage to the laptop.

7.7 Parental Responsibility

- Parents will be responsible for monitoring student's use of the laptop at home and away from school.
- Parents will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home. Log files showing Internet activity are available to parents upon request.

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number and PISD asset tag
- Individual User account name and password
- Library barcode

8.2 Password Protection

Students will be given a password to the local machine, the network and the email system. Students are expected to keep the passwords confidential.

8.3 Storing Your Laptop

When students are not monitoring laptops, they should be stored in their backpack/cases. Nothing should be placed on top of the laptop, when stored. Students are encouraged to take their laptop home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, commons, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to an administrator office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

9. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

9.3 School District Protection

School District Protection is mandatory for students and parents to cover laptop repair in the event of accidental damage. The protection cost is \$50.00 annually for each laptop and includes a \$100.00 deductible charge for

each claim. Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire as these are the responsibility of the student and parents. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

9.4 Claims

All insurance claims must be reported to the administrator at each campus. Students or parents must file a police, fire report and insurance claim and bring a copy of the report to the principal's office before a laptop can be replaced. Fraudulent reporting of theft, loss, or accidental damage by fire 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. The District will work with the Presidio Police Department to alert police departments in the area to be aware of this District-owned equipment.

10. LAPTOP TECHNICAL SUPPORT

A Technology Help Desk is located on each campus and coordinates the repair work for laptops. 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 loaner laptops.

11. LAPTOP FAQ'S

1. Can I use the laptop computer and software throughout my career at Presidio ISD? Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at Presidio ISD. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

2. What if I already have another model or brand of laptop computer?

You will be required to use the school district issued laptop for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. Presidio ISD is also limited to providing maintenance service or assistance for only the laptop issued by Presidio ISD. For these reasons, other laptop computers will not be used on Presidio ISD network at school.

3. Can I have my laptop computer this summer?

All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer.

4. What about insurance against breakage through carelessness?

The 50.00 insurance fees will cover most damage due to accident. It is usually very easy to tell the difference between neglect and carelessness and accidental damage. This determination will be the sole decision of the Technology Coordinator and Administration. PISD will not cover vandalism or carelessness.

5. Does Presidio ISD provide maintenance on the laptop computer?

Yes. The technology staff will coordinate maintenance for students. Students enrolled at Presidio ISD will be

covered by a maintenance agreement for items described in the Accidental Protection Plan. Please consult the plan so that you understand what is and what is not covered.

6. What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?

Presidio ISD stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner "warranty pool" unit at the library, the same area where you will go for service on your laptop computer. If you are in possession of a loaner warranty pool laptop, treat it as if it were your own computer. You will be responsible for any damage to the warranty pool unit or for its loss.

7. If I purchase software in addition to the available software provided through SHS, will the Technical Help Desk staff load it for me?

No. Additional software is not allowed on the laptops.

8. Do I need a printer?

No. You need not own one since you may print from your network folder using a printer located in your classrooms.

9. Will I need to buy a modem?

No. A modem is built into the laptop

10. How do I connect to the Internet at home?

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you have service, you simply need to plug the Ethernet cable into the Ethernet port on the laptop computer. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection. Dial-up Internet connections will not work on the school laptop until Presidio ISD technicians format your laptop for a dial-up connection. Please take your laptop to the library if you want your laptop configured for your home dial-up Internet access. Make sure you have all configurations.

11. Will there be facilities to back up the files I create on my laptop?

Yes. When you save your documents to the Network folder, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card that can be inserted into the USB drive on the laptop.

12. What if I want to run another operating system on my laptop?

Only the operating system chosen by Presidio ISD will be authorized to run on a student-issued laptop computer.

13. What if I want to add options to my laptop later?

Only Presidio ISD is authorized to add options and upgrades to your laptop computer.

16. Will I be given a new battery if mine goes bad?

The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

17. What has the school done to help prevent students from going to inappropriate sites?

We have a software product which is 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. All students who attempt to find inappropriate sites will be directed to the administration Office.

18. Are Student Laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?

Laptops are subject to inspection at all times.

Inappropriate material on laptops should be reported to the classroom teacher, assistant principal, or Help Desk immediately upon identification. Students, who have "objectionable data" on their laptop, but have failed or chosen not to report it, will be referred to the administration office.

19. If the accessories to my laptop are lost or stolen, how much will it cost to replace them?

In the event that laptop accessories are stolen, you should report the lost items to the Help Desk, or administration office. The cost to replace specific accessories is listed below:

- a. AC adapter & power code: \$55.00 LRFMS and \$35.00 PHS
- b. Battery: \$65.00 LRFMS and PHS

20. What is unacceptable behavior?

Unacceptable conduct includes, but is not limited to the following:

- A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- B. Using the network for financial or commercial gain, advertising, or political lobbying.
- C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- F. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- G. Gaining unauthorized access anywhere on the network.
- H. Revealing the home address or phone number of one's self or another person.
- I. Invading the privacy of other individuals.
- J. Using another user's account, password, or allowing another user to access your account or password..
- K. Coaching, helping, observing or joining any unauthorized activity on the network.
- L. Forwarding/distributing E-mail messages without permission from the author.
- M. Posting anonymous messages or unlawful information on the system.
- N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- O. Falsifying permission, authorization or identification documents.
- P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Q. Knowingly placing a computer virus on a computer or network.

21. What are some general guidelines?

A. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Presidio ISD.

- A. Students are responsible for their ethical and educational use of the computers on-line services at Presidio ISD.
- B. All policies and restrictions of computer on-line services must be followed.
- C. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- D. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with Presidio ISD student disciplinary procedures.

22. What is Network Etiquette?

- A. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.

- B. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- C. Pretending to be someone else when sending/receiving messages is considered inappropriate.
- D. Transmitting obscene messages or pictures is prohibited.
- E. Revealing personal addresses or phone numbers of the user or others is prohibited.
- F. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

12. LAPTOP REWARD SYSTEM

All students will begin the school year with Standard Privileges. Student records will be reviewed every 6 weeks to determine whether they have earned the opportunity to keep all standard privileges.

Description of Privileges

Standard Privileges:

- Laptop computer
- Home use of laptop computer
- Microsoft Office Suite software
- Sharpschool e-mail account
- Account for student information and back up
- Internet Explorer
- DVD drive for playing movies and music
- Assistance for home internet
- Battery exchange

A student may be put on Suspended Privileges

Suspended Privileges:

- Laptop computer use at school
- Laptop may be checked out with teacher's permission
- Microsoft Office Suite software
- Sharpschool e-mail account
- Account for student information
- Internet Explorer
- Account for student information and back up

Criteria for Privileges

Standard Privileges Criteria

All students will begin on this level at the beginning of the school year. To remain at this level, students will have...

- Less than 3 incidents of accidental damage
- No more than 1 incident of a Computer Laptop Violation
- No incidents of Computer Network Violations

Suspended Privileges Criteria

Students will be placed at this level if they have...

- Three or more incidents of accidental damage
- Two or more incidents of Computer Laptop Violations
- One or more incidents of Computer Network Violation



Use of Technology Resources Policy

Presidio ISD

Purpose

Presidio ISD is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of Presidio ISD's 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 Presidio ISD.

Definition — Technology Resources

Presidio ISD's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of Presidio ISD's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in Presidio 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 policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Presidio ISD's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions

The use of Presidio 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 Presidio 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 on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, 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 Laptop Violations:

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player game, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- 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 accessing information to others.
- g. Promoting or soliciting for illegal activities.

- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- J. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.

Possible Consequences include but are not limited to:

- Office intervention
- 5 day computer laptop suspension
- 10 day computer laptop suspension
- Laptop suspended for remainder of the six weeks or not less than 10 days.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- 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 or network security.

Consequences: Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

4. Presidio ISD does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. 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 Internet 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 Computer Help Desk or Principal's Office.

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

- a. Computer batteries must be charged and ready for school each day.
- b. Only labels or stickers approved by Presidio ISD may be applied to the computer.
- c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
- d. Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in the Technology Center Room 90. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their laptop in to the library after school. Laptops may be checked out again

before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the administration.

- e. Computers that are stolen must be reported immediately to the Principal's Office and the police department.
- f. Individual school laptop computers and accessories must be returned to the SHS Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at SHS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at PISD, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Presidio Police Department. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to Presidio ISD in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.



LAPTOP COMPUTER PROTECTION

Presidio ISD recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

Warranty, Accidental Damage Protection, or the District Laptop Protection does not cover intentional or neglectful damage of the laptop computer.

School District Protection

You choose to pay the school district an annual protection payment for coverage of accidental damage in the amount of \$50.00 payment is non-refundable. This protection coverage has a \$100.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

(Families in financial hardship need to visit school administration to discuss payment options)

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The \$100.00 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage of the laptops.

Student Name: _____

Date: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the sleeve or bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not write or carve on the District laptop.
11. I understand that my laptop and accounts are subject to inspection at any time without notice and remains the property of Presidio ISD.
12. I understand and agree to follow the criteria described in the Laptop Reward System.
13. I will follow the policies outlined in the Laptop Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.
17. I agree to return the District laptop and power cords in good working condition.
18. I will not reveal my own or anyone else's personal address or phone number
19. I agree to abide by all copyright and license agreements.
20. I agree that no financial transactions of any kind will be allowed using the school account.
21. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.

Student Name: _____

Date: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Laptop Collection

What is the school going to collect?

Students must bring the following items to the computer lab for laptop collection.

Laptop

Battery

Power cords

Bag if one from the school

Do I need to remove the stickers and junk I stuck on my laptop?

Students are responsible for removing all stickers or decorations before collection. Students who return laptops that have decorations or graffiti on them, will be fined.

What if I lost something the school needs to collect? How much will it cost me?

The following fines will be assessed for missing parts or stickers left on the laptop:

Laptop \$ 500.00

B a t t e r y \$ 6 9 . 0 0

Power cords \$35.00

Fee for removing stickers \$ 10.00

What if I forget to bring my laptop on collection day?

Laptops that are not collected at school will be collected by a police officer and a school official at the student's home.

What happens to the memory card or disc I left in my laptop when I checked it in?

All materials left in the laptop memory card reader or DVD drive will be discarded. Double check the memory card reader and DVD drive to remove your property before turning the laptop in.

I'm a senior, and I want my diploma! What do I need to do with my laptop to make sure that happens?

Seniors: Your laptop must be collected by the school and all fines must be paid before you are allowed to participate in the graduation ceremony to receive your diploma.

Will I get my same laptop back next year?

Juniors, sophomores, and freshmen: You will be given the same laptop next year. All laptops will be cleaned and repaired this summer. The hard drive will be erased, and new programs will be loaded for the next school year.

Will I have access to my Sharpshoot e-mail account over the summer from a different computer?

Yes! Go to any computer connected to the internet and access your account from our high school website just like you did when you were at home with your laptop. Graduates accounts will be disabled and deleted in June.

May I purchase my school laptop after I graduate?

No. The laptops the school purchased are part of a 3-year agreement and cannot be sold while under the contract with the Classroom Connections project. Please check your postsecondary school for specifications for a laptop at their school before purchasing a new one.

I'll be graduating, but there is school work on my laptop that I want to take with me. What do I do?

Seniors: If you would like to save your school work, burn it to CD-R or save it to a flash drive. If you need assistance, please go to the Help Desk. Your school work must be saved to your Home Directory for the Help Desk to copy your files. The school cannot copy music, video, or game files!

Will the school make copies of my music, videos, and games? No

I'll be returning to school next year. Will the school save my school work?

Juniors, sophomores, and freshmen: All school work should be saved in your Network folder. The school cannot save your music, video and game files! It would also be a good idea to save items to a flash drive.

I have school work that I will need this summer. How can I get that work saved?

If you would like to save your school work for use during the summer months, burn it to CD-R or save it to a flash drive. If you need assistance, please go to the Help Desk. Your school work must be saved to your Home Directory for the Help Desk to copy your files. The school cannot copy music, video, or game files!