



# **Student/Parent Laptop Handbook**

**2015-2016**



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## Terms of IISD Laptop Use Agreement

### Terms:

You will pay a nonrefundable annual use and maintenance fee of \$30 on or before taking possession of the property. You will comply at all time with the Irving School District’s Student/Parent Laptop Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

### Title:

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.

### Loss or Damage:

If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs is included in the Parent/Student Laptop handbook to which reference is hereby made. Seniors must clear all records and pay all fees before participating in graduation ceremonies.

### Repossession:

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

### Term of Agreement:

Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

### Appropriation:

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

## Use & Maintenance Fee

Students will pay a non-refundable annual use & maintenance fee of \$30.

- Students will pay fee before taking possession of the laptop/netbook.
- In case of theft, vandalism, and other criminal acts, a **police report should be filed by the student or parent within 48 hours of the occurrence with the School Resource Officer. Incidents happening off campus must be reported to the city police (where incident occurred) by the parent and a copy of the police report must be brought to the school by the next school day.**
- If laptop is stolen and the student reports the theft (within 48 hours) and a police report is filed, then the student will not be charged.
- District may disable the laptop remotely to protect the device and/or data on the device.
- **Students must carry laptops in a padded backpack or case**
- **Student will be charged the Fair Market Value of the laptop/netbook if lost and not reported, deliberately damaged, or vandalized** (see Fair Market Value chart below).
- Seniors must clear all records and pay all fees before participating in graduation.
- Students/Parents are responsible for reasonable cost of repair for deliberately damaged laptops (see Repair Pricing chart – Page 3).

## Fair Market Value

Age of Laptop/Netbook	Value
1 year or less	\$ 400
2 years	\$ 300
3 years	\$ 200
4 years	\$ 100

\* Original cost of a Laptop to the District is currently \$628.30

You can find out more information about the Student/Parent Laptop Agreement Form and updates to this Laptop Handbook on the District website under Academic Services.

## Table of Estimated Repair Pricing

Loss, Deliberate Damage, or Neglect	Repair /Replacement Costs
Broken Screen	\$ 85
Keyboard	\$ 20
Power Adapter + Cord	\$ 52
Battery	\$ 85
Re-image of Hard Drive due to violation of Acceptable Use Policy or other damages (graffiti, illegal software)	\$ 15
Abandonment Fee (if eventually found)	\$ 15
Approved Backpack or Laptop Case	\$ 20

The costs of any other parts needed for repairs will be based on manufacturer's current price list.

### Financial Hardships

Based on TEC 11.158, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instrument, [technology] and uniforms owned or rented by the district.

If this fee creates a financial hardship on the student or parent from obtaining a laptop/netbook, please contact the campus administration about payment options.

Upon proof of financial hardship, the administration may elect to create a payment plan for the student to pay out \$30 laptop use fee over time. Students will still be responsible for fees associated with unreported losses, deliberate damage or vandalism. Unpaid fees will put students on the Not-Clear list. Seniors will not be permitted to participate in graduation ceremonies until all past fees are paid

### Use of Laptops/Netbooks on the District Network

Irving ISD is committed to the importance of a student being able to continue with his work when his laptop is experiencing problems. To assist with this problem the District is providing the following:

#### Student Network Drives

The students will have a network drive setup from their login. Students can save important items on this network drive, keeping a backup that they can access from anywhere on the network.

#### Classroom Computers

The District has desktop computers in the classroom. These computers can be used by students if they do not have their laptop. They will be able to access their saved work on their network drive.

#### Digital Resources

Many classes have online assignments posted in Google Apps and other digital resources which can be accessed through any computer with Internet access. Talk with your student's teachers about the availability of coursework and assignments in district approved digital resources.

## **Laptops in for Repair**

From time to time, students may need to turn their laptop/netbook in to the Campus Computer Technician's Office for repair. It is the District's goal to turn around repairs within 24 to 48 hours.

## **Internet Safety**

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked with the District content filter while students are logged on to the District network, but may be unprotected outside of school. Students are in violation of district policy if they access these sites through proxies. Parents may want to restrict their home Internet access. For more information about Internet safety go to [www.onguardonline.gov](http://www.onguardonline.gov)

## **ParentConnection**

Parents can access student grades and attendance through the District website [www.irvingisd.net/ParentConnection.htm](http://www.irvingisd.net/ParentConnection.htm)

## **General Laptop Rules**

### **Inappropriate Content & Graffiti**

- Inappropriate content will not be allowed on laptops.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- If plastic parts of laptop are damaged beyond repair, students will be charged for replacement parts.
- See Table of Estimated Repair Pricing on page 3.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

### **No Loaning or Borrowing Laptops**

- Do not loan laptops to other students.
- Do not borrow a laptop from another student.
- Do NOT share passwords or usernames.

### **Music, Videos, Games, or Programs**

- Music, videos and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial
- monetary damages and, in some cases, criminal prosecution.
- Copyright infringement also violates the District's Internet Service Provider's terms of service and could lead to limitation or suspension of the District's Internet service.
- Students found with illegal files on their computer, will have their laptop confiscated and re-imaged with a \$15 reimage fee assessed.

See more about copyright issues at [www.respectcopyrights.org](http://www.respectcopyrights.org)

### **Unauthorized Access**

- Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable.

### **Transporting Laptops**

- To prevent hard drive damage, laptops should be shut down between classes **and carried in a padded backpack or case.**

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## **Student Guidelines for Acceptable Use of Technology Resources (Board Policy CQ Local)**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CDROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

### **1. Expectations are as follows:**

- a. Student use of computers, other technology hardware, software, and
- b. computer networks, including the Internet, is only allowed when supervised or granted permission by a staff member.
- c. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each
- d. campus as well as posted on the District's Web site.
- e. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- f. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

### **2. Unacceptable conduct includes, but is not limited to the following:**

- a. Using the network for illegal activities, including copyright, license, or contract violations or 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 online 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. Wasting finite resources, i.e., downloading movies or music for non-
  - g. educational purposes.
  - h. Gaining unauthorized access anywhere on the network.
  - i. Revealing the home address or phone number of one's self or another person.
  - j. Invading the privacy of other individuals.
  - k. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
  - l. Coaching, helping, observing, or joining any unauthorized activity on the network.
  - m. Posting anonymous messages or unlawful information on the system. m. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
  - n. Falsifying permission, authorization, or identification documents.
  - o. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
  - p. Knowingly placing a computer virus on a computer or network.

### **3. Acceptable use guidelines for the District's network computer online services are as follows:**

#### **a. General Guidelines:**

- 1) Students will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
- 2) Students are responsible for their ethical and educational use of the computer online services in the District.
- 3) All policies and restrictions of the District's computer online services must be followed.
- 4) Access to the District's computer online services is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to District computer online services.
- 5) The use of any District computer online services in the District must be in support of education and research and in support of the educational goals and objectives of the Irving Independent School District.
- 6) When placing, removing, or restricting access to specific databases or other District computer online services, school officials will apply the same criteria of educational suitability used for other education resources.
- 7) Transmission of any material that 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.
- 8) 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 District's Student Code of Conduct booklet.
- 9) Any parent wishing to restrict their children's access to any District computer online services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

**b. Network Etiquette:**

- 1) Be polite.
- 2) Use appropriate language.
- 3) Do not reveal personal data (home address, phone number, phone numbers of other people).
- 4) Remember that the other users of the District's computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
- 5) Users should be polite when forwarding e-mail. The intent of forwarding email should be on a need-to-know basis.

**c. E-Mail:**

- 1) E-mail should be used primarily for educational or administrative purposes.
- 2) E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- 3) All e-mail and all e-mail contents are property of the District.

**4. Consequences are as follows:**

- a. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.
- b. Noncompliance with the guidelines published here, in the Student Code of Conduct, and in Board policy CQ may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to Phase III consequences of the Student Code of
- c. Conduct. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the District.
- d. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- e. The District will cooperate 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; therefore, proper authorities will be given access to their content.



## Texas Penal Code

### §33.02. Breach of Computer Security

- a) A person commits an offense if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner.
- b) An offense under this section is a Class B misdemeanor unless in committing the offense the actor knowingly obtains a benefit, defrauds or harms another, or alters, damages, or deletes property, in which event the offense is:
  - 1) a Class A misdemeanor if the aggregate amount involved is less than \$1,500
  - 2) a state jail felony if
    - i. the aggregate amount involved is \$1,500 or more but less than \$20,000; or
    - ii. the aggregate amount involved is less than \$1,500 and the defendant has been previously convicted two or more times of an offense under this chapter;
  - 3) a felony of the third degree if the aggregate amount involved is \$20,000 or more but less than \$100,000
  - 4) a felony of the second degree if the aggregate amount involved is \$100,000 or more but less than \$200,000; or
  - 5) a felony of the first degree if the aggregate amount involved is \$200,000 or more.

A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either or both sections.