



Pilot Point Independent School District

Student Laptop Computer Program
Policy Handbook



Pilot Point ISD

Student Laptop Computer Program

Policy Handbook

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The Vision for Teaching and Learning in the Pilot Point Independent School District

The 1:1 laptop initiative gives students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal of the initiative is to provide each 5th -12th grader in the district access to a computer daily, and more technology opportunities to all students.

Ultimately it is our goal that, “Students become pilots of their learning not just passengers along for the ride.” Research shows that the 1:1 initiative “levels the playing field” for all students, regardless of any families’ economic situation.

Pilot Point Independent School District is taking an aggressive initiative to transform teaching and learning within the district. The 1:1 laptop initiative allows several things to occur for the benefit of student learning, some of these include the following:

- Promoting student engagement and enthusiasm for learning. Encouraging collaboration among students, teachers, parents, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Reducing the use of worksheets and workbooks.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

Equipment

Ownership

- PPISD retains sole right of possession of the Computer (Acer 11.6”) and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

Equipment Provided

- Efforts are made to keep all laptops configurations the same. All Computers include a power charging cord, ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. PPISD will retain records of the serial numbers of provided equipment.

Responsibility for Electronic Data

- The Student is solely responsible for any for any data stored on the Computer. Data (work done by the student) should not be permanently stored on the computer but instead the Student should use his/her Google Drive in the Google Apps for Education suite. Each student is assigned a login for this tool. It is the sole responsibility of the Student to backup such data as necessary. PPISD does not accept responsibility for any data loss

PART ONE: COMPUTER USE AND CONDUCT POLICY

The primary goal of Pilot Point Independent School District's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any other use of the computer and other media center equipment.

The following is a list of rules and guidelines that govern the use of the Pilot Point Independent School District's computers and network resources.

Network Resources in this document refers to all aspects of the school's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Students will:

- Access the system for educational purposes during school hours, (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others. This includes no cyberbullying.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the system).
- Return the laptops to the PPISD Media Center at the end of the school year for system updates and re-imaging of the laptop.

Students may not use network resources:

- To create, send, share, access or download material, which is abusive, hateful, threatening, harassing or sexually explicit;
- To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- To send a file attachment that through the school's Gmail student system is greater than 25MB in size (the transfer process can hinder network speed and access to others. If you need to transfer large files, please share the file using Google Drive.
- To alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- To conduct any commercial business that is not directly related to a class, i.e. Entrepreneurship class;
- To conduct any illegal activity (this includes adhering to copyright laws);
- To access the data or account of another user (altering files of another user is considered vandalism);
- To install any software onto PPISD computers; or,
- To copy PPISD school software (copying school owned software programs is considered theft).

In addition, students may not:

- Attempt to change any PPISD network or server configuration or the configuration of the laptop.
- Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- Ever use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Give password(s) to anyone.
- Video tape staff or students without their consent or knowledge, this includes:
 - Webcams
 - Laptops
 - Cameras
 - Cell phones
 - Or any other digital devices.
- Post anonymous messages.
- Use school issued email accounts for personal use.
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- I.M.(instant message) or chat during class unless relative to academic related expectations.

Discipline

Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action. Consequence may vary from a letter (or a phone call) home to detentions or suspensions depending on the violation or degree of computer misuse. Students who violate the rules may also have their hard drives restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked. Students and parents should reference the Pilot Point ISD School Handbook, "Behavior Guidelines" section for additional information on student discipline.

Specifically, misuse of the computer equipment or network may result in one or more of the following consequences depending on the severity of the infraction.

- **Written warning documented in the student information system**
- **Three week suspension of network/Internet privileges**
- **Suspension of network/Internet privileges for the remainder of the school year**
- **Expulsion from school**
- **Involvement of local law enforcement**

Internet Privileges:

At each mid-term and end of term grading period student grades will be evaluated to determine Internet privileges. Students earning an "F" for the term in one or more courses will enter restricted Internet use or be asked to complete "Unplugged Activities" (activities that do not require the use of the computer)

for two weeks. The student may still be able to use technology and their laptop, but during this time, the student's computer will only have access to teacher-approved websites and content or will complete alternate unplugged activities. At the conclusion of the two week period, student grades will be reevaluated – passing all courses will allow the student to leave the restricted list, and failing the same course or a new course will result in continued restricted computer participation.

DISCLAIMER

Pilot Point Independent School District (PPISD) is and will continue to do everything possible to keep students safe when using technology. However, the PPISD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Pilot Point Independent School District. While the Pilot Point Independent School District's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. Pilot Point Independent District expects students to use technology appropriately and follow all policies when using the Internet. Students found in violation of the policy will be disciplined.

In addition, Pilot Point Independent School District account holders take full responsibility for their access to the district's network resources and the Internet. Specifically, Pilot Point Independent School District makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet. Any consequences of service interruptions.

PART TWO: LAPTOP USE AND POLICIES FOR STUDENTS

1. Computer Damages and Care

Computer Damages

- If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, **the student/student's family is responsible for paying repair costs** according to the "Cooperative Loss Program" scale below.
- PPISD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:
 1. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
 2. Lending equipment to others other than one's parents/guardians.
 3. Using equipment in an unsafe environment.
 4. Using the equipment in an unsafe manner.
- A student who does not have a computer due to a computer being damaged accidentally will be allowed to use a computer from school. These computers are called "Hot Swaps" and will be available for students to use during the time of repair during the day. These computers may only be taken home if there is a specific assignment that requires the computer. They must be checked in to the library the next day.
- A student who does not have a computer due to a computer being damaged intentionally or being negligent may be allowed to use a "Hot Swap," only if there is one available and if the damage makes the machine unusable. The student **will not** be allowed to take the computer home. Other options for use in this situation would include access to a school machine, during school hours.
- If the laptop charger is damaged or lost, the student is responsible for replacing it.

Cooperative Loss Program

- In the event of damage to the computer not covered by the user's fee and *within the student's control*, the student and parent will be billed a fee according to the following schedule:
 - Broken Screen - \$50.75
 - Chargers – Up to \$10.00
 - Cases – \$20.00
 - Broken Keyboards - \$50.00 (keyboards must be replaced in whole, not per key)
 - Battery/Battery Cable Damage - \$35.00
 - Lost computer or computer damaged beyond repair - \$225.00
- The administration has the authority to waive the first incident charge if the cause of damage is judged to be beyond the student's control and is viewed as an accident.

2. Student Use in Classrooms

- Students will be required to take their computer to each class each day, unless told differently by the teacher for that specific day.
- When the computer is not being used in class it is to be closed or at a 45 degree angle.

3. Student Access to Internet

- At school, students will have access to the Internet through the school server. When not at school

students can access the Internet if they have Internet access available to them in their home or other locations.

- Students are allowed 24/7 computer access, and parents should monitor their student's time and activities on the computer.
- Students without Internet access at home may check out a hotspot with limited data and filtered access to the Internet. The hotspot must be turned in the following morning to the library before school starts.

4. Appropriate Use in Education

- Students will have ethical and appropriate use of technology lessons presented to them prior to issuance of a laptop. It is important that students are aware of appropriate use of technology for their own protection, security and in order to effectively use technology in the 21st Century.
- Topics covered in these learning sessions will include information on cyber bullying, inappropriate web sites, online safety, plagiarism, and misuse of the equipment.

5. Students Access & Monitoring

- Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary at any time.
- The district's filter allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to the Internet at other locations. This software also allows for screen monitoring, which makes it possible for appointed district personnel to monitor student laptop screens.
- Students who access inappropriate sites during the school day or are accessing sites that are not related to the class they are in will face disciplinary action from the teacher and/or the administration.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site, and report the incident to an adult immediately. *NOTE: The Pilot Point ISD School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. This being said, the best filtering software in the world cannot match the combination of education and supervision at school and home.*

6. Bringing the Computer to School

- It is imperative that students bring their computers and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.
- The computer must be kept in the carrying bag at all times when it is not being used.
- Students who accidentally leave their computers at home may have access to a limited amount of computers ("Hot Swaps") that are available in the Library. Students will be able to "sign-in" to their account on the server, but **would not be able to take this computer home** with them. Students will be allowed 1 time/semester to use a computer from the Library (if one is available) if they forget their computer at home.

7. Charging of Computers

- It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day a typical computer fully charged (through a normal electrical outlet) with the improved battery that the laptop has in it can be used the entire day for classes with no additional charging required. Students must be responsible and charge their computers before

coming to school. If a student comes to class with a computer that is not charged, specific consequences may occur for the student.

- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students NOT use the prongs on the charger to wrap the chord, as over time, this has proven to damage the chord.
- Students who do not bring their computer or bring their computer uncharged to school will be penalized according to school disciplinary rules.

8. Loss or Theft of Computers

- Computers that are lost or stolen need to be reported to the school office immediately.
- If a computer is lost or stolen the student will be financially responsible for its replacement.
- If a computer is stolen or vandalized while not at a PPISD sponsored event, the parent shall file a police report.
- NEVER bring your computer to the locker rooms at PPISD. It is safest to keep them locked in the **locked** locker assigned to you.

9. Downloading Programs & Personalizing the Computer

- Only the Technology Director in the school can download programs to the student computers.
- Stickers and other markings on the outside of the computer will not be allowed. Each computer and bag is easily identified by a specific numbering system ("Asset Tag") that is placed on the computer by PPISD technology department personnel. **DO NOT REMOVE THESE TAGS.**

10. Computers from Home

Students are allowed to bring their own computers from home to use, however PPISD will not provide access to the software that is installed on a PPISD issued computer. Computers at PPISD are all formatted with the same basic programs and structures, and many of these are not possible on other computers.

11. Ear Buds

- The uses of ear buds in class and/or during study times are at the teacher/supervisor's discretion.
- Ear buds will not be provided by the PPISD.

12. Student Printer Use

- Students will have access to the printer in the Library using the library computers. Any other locations that are needed will need to be accessed by the teacher, and the student will need to send the material to the teacher in order to have it printed. Students may access their work to be printed from their Google Drive using their PPISD issued student Gmail account login.
- It is hoped that less material will need to be printed as a result of the opportunities to communicate learnings to the teacher by sending assignments and other materials to them through their computer.

13. Legal Issues and Jurisdiction

- Because The PPISD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of PPISD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents

even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

PART THREE: LAPTOP CARE REMINDERS

You are expected to follow all the specific guidelines listed in this document and take any additional **common sense** precautions to protect your assigned computer. **Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.**

General Care

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. If these actions are taken, **families will be responsible for 100 percent of the repair or replacement cost.** Here are some examples:
 - Keys are ripped or pried off
 - Charging port is pulled back out after it has been pushed in, not allowing the laptop to take a charge.
 - Screen is cracked from slamming computer shut rather than gently closing it.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. For example, don't eat or drink while using the computer.
- **Do not do anything to the computer that will permanently alter it in any way.**
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the computer.
- **DO NOT** charge your computer while it is in the bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- Do not walk from one location to another with an open computer. This is applicable at school and at home.
- Anything on the desktop will not be saved or be retrieved if there are system issues. It is recommended to use a Flash Drive to back-up pictures, movies and music.

1. Keep Your Computer in a Safe Place

- The computer bag, with the computer and other equipment, must be stored in a safe place (A locker, **when locked**, is considered a safe place). Don't leave the computer on the floor where it might be stepped on, or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student and parent's financial responsibility.
- If on an athletic team, **never** leave computers in school vans, in the gym, in a locker room, on playing

field, or in other areas where it could be damaged or stolen.

- Avoid storing the computer in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it's not excessively hot or cold.

2. Computer Bags

- Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your computer. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

3. Keep Your Laptop Away from All Liquids.

- Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, soft drinks, juice, power drinks, coffee, etc. will all ruin your computer completely. Keep your friends' food and liquid away from your laptop. Open cans of soft drinks and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/soft drinks/etc. in your backpack with your laptop--even if it is sealed.

4. Computer Problems

- It is a student's responsibility to maintain a 100% working computer at all times.
- If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, take the computer to the Library where it can be examined. If the computer cannot be fixed immediately, the student will be issued a different computer to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic casing. In doing so, the student/family will be responsible for 100% of the repair or replacement cost.
- When in doubt, ask for help.

5. Only One User

- Do not allow anyone else to use your computer other than your parent or guardian. Parent or guardians are not to use the computer for personal use. Loss or damage that occurs when anyone else is using it will be your responsibility.

6. Cleaning the computer

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. Screens are quite to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology coordinator or administration office.
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

7. Shutting Down the Computer.

- Shut down the computer when it won't be used for an extended duration.

- Putting your computer to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- Wait until the sleep light on the front of the computer pulses before moving it.

8. Closing the Computer

- When you put your laptop “to sleep” by closing the display screen the drive continues to spin briefly while saving data. Moving the computer abruptly before the sleep light pulses may damage the hard drive and cause data loss.
- The laptop lid/screen needs to be completely closed when moving it from one point to another.

9. Carrying the Computer

- Always completely close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.
- Always store the computer in the laptop bag.
- Bring the provided laptop bag to classes and use the laptop bag whenever transporting. *Note: do not store anything (e.g., cords, papers or disks) in the area within the case designed for the computer other than the computer itself as this may damage the screen.*
- We recommend that you carry the laptop bag to and from school inside your normal school pack. The “vertical sleeve” style laptop case was chosen expressly for this purpose. Simply slide the computer in and out while leaving the case within the school pack. Do not overstuff your pack – extreme pressure on the laptop can cause permanent damage to the screen and other components. No books should be placed on your laptop.
- Do not grab and squeeze the computer, as this can damage the screen and other components.

10. Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and the keyboard at lap-level.

PART FOUR: TECHNOLOGY ACCEPTABLE USE POLICY

General

Pilot Point ISD uses a variety of procedures to protect our students and provide for appropriate use of technology in the classroom. First, we utilize a filter for the Internet, allowing us to block identified, inappropriate sites. This database is updated regularly. Second, students are monitored when using the Internet for research. Third, administrators and faculty review files and messages regularly to maintain system integrity and ensure that users are acting responsibly. From hereafter, “the user” is referring to the student.

All Pilot Point ISD students must adhere to the following standards:

1. Students must not access, modify, download, or install computer programs, files or information belong to others.
2. Students must not alter computers, networks, printers, or other equipment unless directed by their teacher, principal or a Technology Department staff member.
3. Technology, including electronic communication, must be used for appropriate educational purposes only.
4. Students must not release personal information on the Internet.
5. Personal PPISD network access information should not be conveyed to other students.
6. If a student finds an inappropriate site or image, he/she must minimize the program and report it to a teacher immediately.
7. Students must not create and should report any instances of disrespectful, threatening, or profane communication.
8. Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.

Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action(s).

The district does not guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district is not responsible for any damage the user may suffer, including but not limited to, loss of data or interruption of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district is not responsible for financial obligations arising from unauthorized use of the system.

The use of this technology must be in support of education and research and with the educational goals and objectives of Pilot Point ISD. Users of PPISD equipment are personally responsible for this provision at all times.

The user should be aware that the inappropriate use of electronic information resources can be violation of local, state, and federal laws and that the user can be prosecuted for violating those laws. If such an event should occur, Pilot Point ISD will fully comply with the authorities to provide any information necessary for the litigation process.

Privilege

The use of the information system is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. Each person who is allowed access to Pilot Point ISD network information system will participate in an Internet Safety Course with a PPISD faculty member as to proper behavior and use of the network.

The principal (operating under the guidance of the school board and the district office) will decide what appropriate use is and the decision is final. The principal may deny access at any time deemed necessary for any reason.

Network Etiquette and Privacy

The user is expected to abide by the generally accepted guidelines of network etiquette. These guidelines must be reviewed and understood by the student prior to equipment distribution. This information can be found on www.pilotpointisd.com.

Services

Pilot Point ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Pilot Point ISD will **NOT** be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or user errors or omissions. Use of any information obtained via the PPISD network information system is at the user's own risk. Pilot Point ISD specifically disclaims any responsibility for the accuracy of information obtained through its services.

Security

Security on any computer system is a high priority because there are so many users. If the user identifies any security problem, they must notify the teacher/aide/administrator at once. The user should never demonstrate the problem to other users. Never use another individual's name and/or account. All use of their system or systems must be under the user's own account or under the approval of the PPISD teacher/aide/administrator in charge. Any user identified as a security risk will be denied access to the information system.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy property or data or another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, destruction, misuse, changing system configurations, the uploading/downloading or creation of computer viruses, and other mischievous acts. Any vandalism could result in the loss of computer services, disciplinary actions and legal referral.

Code of Conduct for Technology

Every Pilot Point ISD technology user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Pilot Point ISD students and faculty are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks they use on the Internet and the local and federal laws. Using the network or electronic information resources access is a privilege, and the privilege may be revoked at any time for any reason. All users should be aware that the use of electronic information resources that are accessed through Pilot Point ISD property, including its network, will be monitored. This is not a violation of either an individual student or staff member's right to privacy. Pilot Point ISD wants all users to be aware of unacceptable conduct and responsible for use for electronic information resources.

Unacceptable Conduct

1. Using the network for any illegal activity, including violation of copyright or other contracts.
2. Using the network for financial or commercial gain.
3. Misusing or disrupting equipment or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources.

6. Gaining unauthorized access to resources entities. This includes copying another person's files or data.
7. Invading the privacy of individuals.
8. Using an account and/or name of another user.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. Placing unlawful information on a system.
12. Using abusive or otherwise objectionable language in either public or private messages.
13. Sending messages that are likely to result in the loss of recipient's work or systems.
14. Sending "chain letter" or "broadcast" messages to lists or individuals, and any other types of use, which would cause congestion of the networks or otherwise interfere with others work.
15. Participating in or accessing any 'chat room' without specific permission from the teacher/aide/administrator in charge. 'Chat rooms' and web-based email are live and uncensored therefore cannot be monitored as to the content. They are OFF-LIMITS for Pilot Point ISD users.

Responsible Use of PPISD Information Technology Facilities and Services

1. Respect the legal protection provided by copyright and license to programs and data.
2. Respect the rights of others by complying with all PPISD policies regarding intellectual property.
3. Respect the rights of others by complying with all PPISD policies regarding sexual, racial, and other forms of harassment, and by preserving the privacy of personal data.
4. Respect the privacy of others by not tampering with their files, tapes, passwords, or accounts, or representing others when messaging or conferencing.
5. Use only computer IDs or accounts and communication facilities that you are duly authorized to use, and use them for the purposes for which they were intended.
6. Respect the integrity of computing systems and data; for example, not by intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a computer or computing system, or gain unauthorized access to other facilities accessible via network.
7. Use computing and communications facilities in a manner that is consistent with the ethical principles, set forth by the school and with accepted community standards.

Computer network privileges, including Internet and GAFE (Google Apps for Education) login information, will be granted only after the agreement form is signed and return to the student's home campus. Parents and students are required to read PPISD's procedures for use of the district's Network/Internet and electronic devices and technology resources policy-students found in the Student/Parent Handbook and on the district website under the Technology Page.

Upon communicating with school personnel, parents have the right to limit the access to electronic information and view the contents of files or electronic communication created by their student. Should the parent object to their student using the PPISD network which includes Google Apps for Education login, please initial the corresponding box on page 18 of this document.

If you and your child agree to comply with the PPISD Student Laptop Computer Program Policy and Student/Parent Technology Acceptable Use Policy the initial the corresponding box on page 18 of this document. Both Student **AND** Parent must sign and date the Parent/Student Acceptable Use Policy form.



What is Issued?

Each student will be issued an Acer 11.6” Laptop, power adapter, and protective case.

Security

The District will take several security steps:

1. Each Acer will be identified with asset tags and internal identification to facilitate ongoing tracking of the Acer. Tampering with or removal of any identification tags is a violation of the PPISD acceptable use policy.
2. Work with the PPISD School Resource Officer to alert pawnshops and police department in the surrounding areas to be aware of this District owned equipment.
3. Filter Internet usage at school. No filter is perfect. **Parents still need to monitor Internet usage at home.**
4. If the device is stolen a police report must be accompanied with administrative and parental approval in order for a replacement device to be issued.

Student Guidelines

Students should following the L2L Computer policy handbook daily. Those in violation will be issued consequences (see below). Each PPISD issued laptop should adhere to the following guidelines.

Acer Laptop Appearance:

Do not tamper with or remove Acer laptop labels. Do not apply stickers, paint, and markers or decorate the Acer Laptop in any way. These are also a violation of the district's acceptable use policy and will result in disciplinary action and possible monetary fees or fines.

Acer Laptop Sleeves:

Acer Laptops should be carried in the sleeve provided or an approved replacement.

Usage:

Acer Laptops should be charged and brought to school daily to each class. Your laptop should be stowed in a safe place such as a locked locker when not in use.

Consequences for not adhering to the PPISD L2L program are as follows:

High School Students Consequence Progression

1. 1st time:
Verbal warning. Hot Swap from Library may be checked out for the class period if equipment is available.

2. 2nd time student is in violation of L2L computer usage policy:
Lunch detention is assigned. Hot Swap from Library may be checked out for the class period if equipment is available.
3. 3rd time student is in violation of L2L computer usage policy:
Two days of lunch detention is assigned. Hot Swap from Library may be checked out for the class period if equipment is available.
4. 4th time student is in violation of L2L computer usage policy:
ECO is assigned. Hot Swap from Library may be checked out for the class period if equipment is available
5. Excessive non-compliance results in increased consequences determined by administration.
 - *Consequence iterations will start over at the beginning of each semester.*

Middle School Students Consequence Progression

1. 1st time:
Verbal warning. Call home to parent and ask if the laptop can be brought to school. Hot Swap from Library may be checked out for the class period if parent is unavailable equipment is available.
2. 2nd time student is in violation of L2L computer usage policy:
Lunch detention is assigned. Call home to parent and ask if the laptop can be brought to school. Hot Swap from Library may be checked out for the class period if parent is unavailable equipment is available.
3. 3rd time student is in violation of L2L computer usage policy:
After school detention is assigned. Call home to parent and ask if the laptop can be brought to school. Hot Swap from Library may be checked out for the class period if parent is unavailable equipment is available
4. 4th time student is in violation of L2L computer usage policy:
Office Referral is assigned. Call home to parent and ask if the laptop can be brought to school. Hot Swap from Library may be checked out for the class period if parent is unavailable equipment is available.
5. Excessive non-compliance results in increased consequences determined by administration.
 - *Consequence iterations will start over at the beginning of each semester.*

Intermediate School Students Consequence Progression

1. 1st time:
Verbal warning. Call home to parent and ask if the laptop can be brought to school. Hot Swap from Library may be checked out for the class period if parent is unavailable equipment is available.
2. 2nd time student is in violation of L2L computer usage policy:
Lunch detention is assigned. Call home to parent and ask if the laptop can be brought to school. Hot Swap from Library may be checked out for the class period if parent is unavailable equipment is available.
3. 3rd time student is in violation of L2L computer usage policy:
After school detention is assigned. Call home to parent and ask if the laptop can be brought

to school. Hot Swap from Library may be checked out for the class period if parent is unavailable equipment is available

4. 4th time student is in violation of L2L computer usage policy:
Office Referral is assigned. Call home to parent and ask if the laptop can be brought to school. Hot Swap from Library may be checked out for the class period if parent is unavailable equipment is available
5. Excessive non-compliance results in increased consequences determined by administration.
 - *Consequence iterations will start over at the beginning of each semester.*

Sound:

Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will provide their own ear buds/headphones if needed.

Fees

Usage Fee:

Each student receiving a district issued Acer Laptop will pay a usage fee of \$50, to be paid annually. This usage fee is not a finance program. Usage fee applies to licenses, wear on the computer, and sustainability for future computer replacements.

Breakage of the computer:

- If damage should occur to the Acer Laptop, charges will be assessed in accordance to the fee structure on page 7. Students/families are responsible to pay in full for the damage/repairs to the computer. Parent/Guardian(s) will be notified of the damage.
- If there is a second damage occurrence the student will be responsible for paying for the replacement. Parent/Guardian(s) will be notified of the damage.
- In the event of a third breakage, the student would lose “take home” privileges and would be provided with an Acer Laptop for school use only during the day. Parent/Guardian(s) will be notified of the damage.

Buyout Option:

At the end of the school year, all graduating seniors will be given an option to purchase their Acer Laptop from the district. A portion of the usage fee each year buys down the cost of the outright purchase of the Acer Laptop. Laptop buyout is prorated according to usage within the technology cycle. Seniors eligible for the buyout program may purchase a computer at the following rates.

One-year-old computer will sell for **\$120**

Two-year-old computer will sell for **\$90**

Three-year-old computer will sell for **\$60**

Four-year-old computer will sell for **\$30**

Five-year-old computer will sell for **\$15**

This buyout policy will first extend to graduating seniors. In the event of new computers being issued, students not graduating will be extended the buyout offer.

For example the buyout option for the next four years will be as follows:

- Seniors in the ‘16-’17 school year buyout: \$120
- Juniors in the ‘17-’18 school year buyout (after senior year): \$90
- Sophomores in the ‘18-’19 school year buyout (after senior year): \$60
- Freshmen in the ‘19-’20 school year buyout (after senior year): \$30