

Palacios High School



*"Creating a Culture of excellence
through High Expectations"*

Student/Parent Laptop Handbook

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2011-2012

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Purpose of the Laptop Checkout Initiative

PHS is proud to offer our students access to a laptop checkout program! The primary goals of this project are to provide technology to students that may not already have access and to encourage technology use to better prepare our students for the future workforce and/or higher education while producing higher quality projects.

Terms of the Laptop Checkout

You will pay a refundable annual use and maintenance fee of \$50. At the end of the 2011-12 school year, if it is determined that no damage was incurred to the laptop, the annual use and maintenance fee of \$50 will be refunded.

You will comply at all times with the Palacios School District's Parent/Student 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 effective 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. Responsibility for property includes but is not limited to school property, in a school vehicle, or at a school event. 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 nonschool purposes without the District's consent may be considered unlawful appropriation of the District's property.

Use and Fees

- In case of theft, vandalism, and other criminal acts on campus a **police report MUST be filed by the student or parent within 48 hours of the occurrence with the PISD police. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.**
- If the laptop is stolen and the student reports the theft (by the next school day) and police filed a report, then the student will be responsible for \$200 for the replacement cost instead of the fair market value.
- If the laptop is lost, students/parents are responsible to pay for the fair market value to replace the laptop (see Fair Market Value chart).
- **Student will be charged the full price of the laptop if deliberately damaged or vandalized.**
- Seniors must clear all records and pay all fees before participating in graduation ceremonies.
- Students/Parents are responsible for reasonable cost of repair for damaged laptops (see Repair Pricing chart – Page 7).

Table of Fair Market Value

Age of Laptop	Value
1 year or less	\$ 500
2 years	\$ 400
3 years	\$ 300
4 years	\$ 200

Table of Estimated Repair Pricing

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

Repair	Loss, Deliberate Damage, or Neglect	Accidental Damage
Broken Screen (LCD)	\$ 290	\$ 100
Keyboard	\$22	-
Power Adapter + Cord	\$ 25	-
Battery	\$ 40	-
Re-image of Hard Drive due to violation of Acceptable Use Policy	\$ 15	\$ 15
Abandonment Fee	\$ 15	\$ 15
Backpack or Laptop Case	\$ 25	-

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, please contact the campus administration about options to fee payment.

Laptop Use

Use of Laptops on the Network

Network Student Drives

The students will have a network drive setup from their login while on the PHS campus. Students can save important items on this network drive or to the provided flash drive.

Students will not be able to save information directly to the laptop. All software, and information saved directly to the laptop will be erased upon shutdown of the laptop. Palacios ISD will provide a flash drive upon checkout of the laptop. All data must be saved to the flash drive, or the student's network drive. Data is to be deleted upon return of the flash drive. If the flash drive is lost, damaged, or stolen PISD will not provide another flash drive to the student; therefore, in order to save information you will be responsible for replacing the flash drive.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home.

Students are in violation of District policy if they access these sites through proxies. Parents may want to restrict their home access. For more information about safety go to www.isafe.org.

General Laptop Rules

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures, or inappropriate display of body parts will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not to be used.
- There is a \$15 reimaging charge to get rid of any of the above.

Music, Games, or Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- Software maybe installed for printing purposes of educational purposes; however, all installation will be deleted upon shutdown.
- There is a \$15 reimaging charge to get rid of any unapproved software or files.

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.

Unauthorized Access

(Board Policy CQ Local)

- Access to another persons account or laptop without their consent or knowledge is considered hacking and is unacceptable.

Transporting Laptops

- Laptops must be transported in an approved backpack or case.
- To prevent hard drive damage, laptops need to be shutdown between use.

Student Guidelines for Acceptable Use of Technology Resources

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:

a. Student use of computers, other technology hardware, software and computer networks including the internet is only allowed when supervised or granted permission by a staff member.

b. All users are expected to follow existing copyright laws.

c. 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 per District policy.

d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

Student Guidelines for Acceptable Use of Technology Resourcescontinued

2. 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, i.e., chain letters or broadcast messages to lists or individuals;
- f. Intentionally wasting internet resources, i.e., streaming music, videos, and or games;
- 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 ID card or allowing another user to access your account, password, or ID;

Student Guidelines for Acceptable Use of Technology Resourcescontinued

- 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 harassment or using objectionable language in public or private messages, i.e., 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.

3. Consequences:

The student in whose name a system account and/or computer hardware issued will be responsible at all times for its appropriate care and use. Noncompliance with the guidelines published in the Palacios ISD Student Code of Conduct 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 consequence of the Code of Conduct. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution or disciplinary action by the District.

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 District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Texas Open Records Act; therefore, proper authorities will be given access to their content.

Please see the Palacios ISD **Student Code of Conduct** for further information.

http://vhost.esc3.net/~palacios/images/stories/judy/handbooks/08_code_of_conduct.pdf

Texas Penal Code §33.02

§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
 - (A) The aggregate amount involved is \$1,500 or more but less than \$20,000; or
 - (B) 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 \$100,00 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.

Student Pledge for Laptop Use

Use of the PISD laptops is a **privilege**. Therefore,

I agree that I will:

- Secure the laptop appropriately;
- Report any loss or damage to any laptop immediately;
- Protect the laptop by keeping the laptop in a school approved case;
- Protect the laptop by using a surge protector or battery appropriately;
- Charge the batteries as directed;
- Protect the laptop by unplugging power supply and other peripherals when transporting the laptop; and
- Protect the display by carefully closing the lid when moving the laptop.

Use of the PISD computer network as well as the Internet is a **privilege**; therefore,

I agree that I will:

- Act responsibly when accessing the Internet;
- Notify my teacher immediately if I accidentally access an inappropriate site,
- Protect my user account by logging off when not at my computer; and
- Abide by all handbooks and District policies

I agree that I will not:

- Send defamatory or harassing e-mail;
- “Hack” into any computer system;
- Use copyrighted materials that exceed fair use guidelines without written permission of the author;
- Loan my laptop to another individual;
- Share passwords;
- Share personal information with anyone on the Internet or via e-mail including but not limited to any inappropriate display of body parts;
- Engage in unauthorized use of the network; and
- Maliciously damage or steal school computer equipment or electronic data.

If I choose to ignore this agreement or any part of it, I am choosing consequences under the PISD Student Code of Conduct. This may include suspension from equipment or the school network.

Student Signature	Grade	Date	Phone
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Parent Signature	Date	Phone
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ELECTRONIC COMMUNICATION SYSTEM

Internet Acceptable Use Agreement

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

With this opportunity comes responsibility. It is important that students read the District policy, administrative regulations, and agreement form and ask questions if they need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that a student may run across some material he/she might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be their responsibility to follow the rules for appropriate use.

The account is to be used only for educational and administrative purposes; or

The account is to be used mainly for educational purposes, but some limited personal use is permitted;

You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

People who receive e-mail from you with a school address might think your message represents the school's point of view.

Inappropriate Uses:

Using the system for any illegal purpose;

Borrowing someone's account without permission;

Downloading or using copyrighted information without permission from the copyright holder;

Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;

Wasting school resources through improper use of the computer system;

Intentionally damaging district hardware/software;

Disabling or attempting to disable any Internet filtering device;

Encrypting communications to avoid security review;

Posting persona information about yourself or others (such as addresses and phone numbers);

Intentionally introducing a virus to the computer system; and

Gaining unauthorized access to restricted information or resources.

Consequences For Inappropriate Use:

Suspension of access to the system;

Revocation of the computer system account; or

Other disciplinary or legal action, in accordance with the District policies and applicable laws.

INTERNET ACCEPTABLE USE AGREEMENT

USER/STUDENT

I have read and will abide by the Palacios ISD Internet Acceptable Use Agreement. I understand that the use of the District's electronic communication system is a privilege and violation of these provisions is unethical and may result in access to the system being revoked and/or disciplinary/legal action being taken.

User's Printed Name: _____

User's Signature: _____ Student ID#: _____

School: _____ Grade: _____ Date: _____

PARENT OR GUARDIAN (Must be signed if the user is a minor)

As the parent or guardian of this student, I have read the Palacios ISD Internet Acceptable Use Agreement and agree to promote its provisions with my child. I recognize it is impossible for the school district to restrict access to all controversial materials. I further understands that the use of the District's electronic communication system is a privilege and violation of these provisions is unethical and may result in access to the system being revoked and/or disciplinary/legal action being taken.

_____ I give permission for my child to access the Internet with the Palacios ISD electronic communication system

Signature of parent or guardian

Date

STUDENT MEDIA RELEASE AGREEMENT

(Circle one) I give my permission for my child's work and/or photograph to be used.

I understand that photographs/interviews/video tapes, student work or portions thereof may be used for public viewing [including but not exclusive to: yearbook entities, various Palacios ISD slide shows, presentations by district employees at conferences and/or workshops, Palacios ISD web sites, Palacios ISD created and distributed print media, Education Service Center displays/publication, and local newspapers].

Name of Child _____ Grade _____

Address _____ City, State, Zip _____

Student Signature _____ Date _____ School _____

Parent Signature _____ Date _____

Student/Parent Laptop Handbook



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www.palaciosisd.org



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