

Gladewater High School



**Student/Parent
Laptop Handbook
2009-2010**

Vision 2020 Leadership Team

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Gladewater ISD STUDENT/PARENT LAPTOP HANDBOOK

In this agreement, "we", "us" and "our" mean the District; "You" and "your" means the, parent/guardian and student, enrolled at Gladewater ISD. The "property" means the laptop and included components owned by Gladewater ISD.

Laptop Student Use Agreement

Terms:

You are responsible for payment of an annual, non-refundable use and maintenance fee of \$60 on or before taking possession of the property. You will comply at all times with the Gladewater ISD's Student / Parent Laptop Handbook and Agreement, the GHS Laptop Policies Agreement, and the Student Acceptable Use Policy (AUP), incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may result in disciplinary action and/or terminate your rights of possession effective immediately and the District may repossess the property. Your insurance coverage and right to the use and possession of the property terminates the last calendar day of this school year, unless terminated earlier by the District or upon withdrawal from the District.

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 the Student/Parent Laptop Handbook and Agreement and the Acceptable Use Policy.

Liability:

Laptop insurance will be provided through the District. The insurance covers damages or loss due to fire, earthquakes, hurricanes, tornadoes, vandalism, flood, lightning strikes, theft, and accidental damage (including liquid spills & drops). The policy covers the property on or off school grounds. Individuals are not required to file a home owner's insurance claim.

- If the property is damaged, you are to contact a school representative immediately to view the damage. If the damage is due to negligence or deliberate action not covered by insurance, you are responsible for the repair/replacement costs on the date of loss/theft. If the damage is covered by insurance, you are responsible for paying the \$25 insurance deductible.
- In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report brought to the school.
- If the laptop is lost or stolen because of negligent or deliberate action not covered by insurance, you are responsible for the entire replacement costs.
- If the property is not timely returned, you are responsible for the reasonable cost of replacement value.
- The maximum amount for which you will be liable is the fair market value of the property plus reasonable attorney fees if the unpaid amount is turned over to an attorney for collection. If the laptop is not returned to the District in a timely manner, and no police report indicating theft is provided, the District may file charges with the police department and attempt to recover the property.

Repossession:

If you do not timely and fully comply with all terms of the Parent/Student Laptop Handbook and Agreement and the Student Technology Acceptable Use Policy, 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. If the laptop is not returned to the District in a timely manner, and no police report indicating theft is provided, the District may file charges with the police department and attempt to recover the property.

Seniors must clear all records and pay all fees before participating in graduation ceremonies.

Pricing below for **accidental** damage is the cost of the deductible. **Deliberate / Negligent damage will be priced according to the actual cost of repair. Price shown in Deliberate/Negligent Damage column is an estimate only. The actual cost may vary.**

Estimated Repair/Replacement Costs		
Description of Non-Warranty Repair/Replacement	For Accidental Damage With District Insurance You Pay	Deliberate / Negligent Damage
Damaged LCD Screen	\$ 25.00	\$755 up to Total Cost of Repair
Damaged Keyboard	\$25.00	\$75 up to Total Cost of Repair
Damaged / Lost Power Adapter and cord	\$25.00	\$120
Damaged / Lost Battery	\$25.00	\$117
Other Minor / Major Damage	\$25.00	Cost of Repair
Lost / Stolen Laptop	\$25.00	\$1,000
Damaged / Lost Bag *		\$45

* **Damaged / Lost bag is not covered by insurance.**

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

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. The District may file charges with the police department and attempt to recover the property.

Financial Hardships

If the laptop use and maintenance fee creates a financial hardship that will prevent the student from obtaining a laptop, please contact the campus administrator about payment options.

Upon proof of financial hardship, the administration may elect to:

- Create a payment plan
- Reduce the fee
- Grant a fee waiver

Note: Unpaid fees will put students on the Not-Clear list.

General Laptop Guidelines

- Only laptops issued by Gladewater ISD will be permitted for use at school or on the district network.
- Students may have no expectation of privacy on any information stored on, accessed from, or used with the laptop.
- The laptop belongs to Gladewater ISD, and appropriate district and school officials may monitor a computer or access its contents at any time.
- Students will be issued a Gladewater ISD laptop and case with an identification tag. The identification tag must remain on the case at all times. If the identification tag is altered or damaged, the student must immediately notify a teacher or an administrator.
- If technical issues arise, students must notify a teacher immediately.
- Under no circumstances may laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, unlocked classrooms, hallways, and any place outside of school that is not the student’s home. Any computer left in these areas is in danger of being stolen.
- Unsupervised laptops will be picked up by staff and taken to the help desk located in the library. Disciplinary action may be taken for leaving a laptop in an unsupervised location.

- If a student leaves the laptop at home, or if the battery is not fully charged, the student may be required to complete hand-written assignments and may be subject to disciplinary action.
- Files/documents may not be deleted by anyone other than the original creator/owner. Deletion of certain files can affect the performance of the laptop, and can interfere with the student's ability to complete class work, which may affect the student's grades.
- Sound will be muted at all times unless permission is obtained from the teacher.
- Music and games other than those used during instruction will not be allowed on the laptop.
- Students may not download, stream, or save any music, games, or programs to the laptop. Any student who installs personal software on the laptop will be subject to disciplinary action
- 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.
- Students are responsible for logging in under their assigned username and password.
- Students may not share their login information with other individuals.
- Student use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all Internet sites accessed. All student files are subject to be reviewed.

Wireless Internet Access

Wireless Internet access is provided by Gladewater ISD on the High School campus, as well as outside the building in the Student Parking Lot. As soon as the student logs into the campus network, internet access is available.

Other locations within city limits may provide "hot spots" of wireless internet access.

Internet Content Filtering

Internet content filtering is provided by Gladewater ISD. The MacBook will be configured to pass through the internet content filter provided by the school whenever and wherever the student accesses the internet, even while off campus. The District may log and report a variety of information documenting student internet activity. Information derived from these logs and reports may be used for disciplinary purposes.

Responsibilities

Student

- Students are responsible at all times for their laptop, whether at home or school.
- Students are responsible for bringing their laptop to school everyday.
- Students are responsible for carrying their laptop in the laptop case at all times.
- Students should not loan their laptop or any laptop component to another student for any reason.
- Students are responsible for charging and maintaining the battery in their laptop daily.
- Students will have access to a network folder to store data. It is the responsibility of the student to backup critical files to the network drive.
- Students are responsible for reviewing and abiding by the Gladewater ISD Student Technology Acceptable Use Policy.

Parental

- Parents are responsible for monitoring the student's use of the laptop while at home and away from campus at all times.
- Parents are responsible for reviewing the Gladewater Acceptable Use Policy with their student.
- Parents are responsible for monitoring their student's activities on the Internet on a regular basis

Laptop Care & Maintenance

- Laptops must be transported in the district provided case.
- To prevent hard drive damage, laptops need to be either shut down or put in sleep mode when not in use.
- Never leave the laptop unattended.

- Do not place food and/or liquids near the laptop.
- Do not stack heavy objects on top of the laptop.
- Never attempt to repair or reconfigure the laptop or any of the peripherals.
- Do not write, draw, stick or adhere anything to the laptop.
- Do not personalize the case or the laptop using markers, stickers, etc
- Keep the laptop and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data.
- Do not expose the laptop to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the laptop in any vehicle.
- Do not obstruct the laptop's vents.
- Do not place the laptop on surfaces such as paper or carpet while it is turned on.
- Do not carry the laptop while the screen is open.
- Laptops are not to be used on the school bus.
- Do not place anything on top of the laptop or lean on it when it is closed.
- Do not place anything in the laptop case that may press against the cover of the laptop.
- Do not touch the screen with anything. (e.g. fingers, pens, pencils, etc.)
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, etc.)

Laptop Repair

Gladewater ISD is committed to the importance of students being able to continue their work if their laptop is experiencing problems. To assist with this problem the District is providing the following:

Help Desk

Students will be provided with online and onsite technical assistance. The help desk is located in the library. The hours of operation are from 7:30 a.m. - 4:00 p.m., Monday-Friday.

Network Student Drives

Students will have a network folder to store data. Students can save important files on this network folder, 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.

Loaner Laptops

If a student's laptop is damaged, it will be repaired as quickly as possible. If available, a loaner laptop may be issued. The policies outlined in this handbook also apply to loaner laptops. A loaner will not be provided if the damage is determined to be purposeful.

Summary of Gladewater ISD Student Acceptable Use Policy

(The entire Gladewater Acceptable Use Policy can be found on the district website)

A variety of technology, including but not limited to computers, software, and Internet Access are available to students of Gladewater Independent School District through local and wide area network services. We are very pleased to bring this access to Gladewater Schools and believe these services offer vast, diverse, and unique resources to our students.

Permitted Use and Terms

The use of the Districts network and all technology services and resources is a privilege, not a right, and extends through the time a student is enrolled. A student not in compliance with all parts of the Acceptable Use Policy is subject to disciplinary action. The Administration may deny, revoke, suspend, or limit a student's network account at anytime without prior notification.

Internet Use and Safety

Gladewater ISD has taken measures to block and/or filter access to undesirable/inappropriate sites. While these protection measures are in place, it is impossible to filter all undesirable/inappropriate sites at all times. Gladewater ISD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

- An undesirable/inappropriate site is defined as "one that portrays or depicts violence, profanity, partial and/or full nudity, sexual acts or text, gross depictions or text, intolerance, cult, drugs and drug culture, militant or extremist, gambling, and/or alcohol related content".
- Should a student inadvertently access such a site, they should notify the principal, teacher, help desk personnel, Site Technology Coordinator or Technology Director immediately. As soon as the district is aware of any such site, measures will be taken to filter that site immediately.
- Gladewater ISD may monitor online activities of students without prior consent.
- Students caught intentionally viewing undesirable/inappropriate sites may be disciplined as outlined in the "Consequences of Improper Use" section in the Acceptable Use Policy.
- Students should not reveal his/her personal address or phone numbers or those of any other person.
- Students are strictly prohibited from engaging in online threats and insults intended to embarrass, harass, or terrify another person. These types of activities included but not limited to cyber bullying, cyber harassment and cyber stalking.
- Students are prohibited from downloading software and installing that software onto the local hard drive of any computer or onto the file server hard drive.
- Students are prohibited from signing into chat rooms unless under the direct supervision of their teacher.

Student Email

- When using email for school, students are expected to follow email etiquette.
- Students are expected to use appropriate language. Swearing, vulgarity, ethnic or racial slurs and any other inflammatory or abusive language are prohibited.
- Proliferation of jokes, stories, etc, that have no education value is prohibited.
- Illegal activities are strictly forbidden. Messages related to or in support of illegal activities may be reported to the authorities.
- Students should not reveal personal information of themselves or other students and teachers.
- Email is not private. Student email will be restricted to education purposes directed by the teacher.
- All communications and information accessible via the district's network is property of Gladewater ISD and are subject to public information requests.

Acceptable Use of GISD technology, including, but not limited to: hardware, software, technology devices, network, etc.

- Students are prohibited from installing software onto the local hard drive of any computer or onto the file server hard drive.
- Students are strictly forbidden from participating in any type of illegal activity while using the District's technology resources.
- Students are prohibited from altering the computer hardware or software in any way.
- Students are prohibited from changing any configuration of any computer or technology device.
- Students are not allowed to repair hardware or software at any time,
- Non-educational gaming and other non-educational uses of technology are prohibited.
- Employees and students are to save files in storage locations designated by the Site Technology Coordinator or District Technology Director.
- Students are to login to the network using only their unique Login ID and password.
- NEVER, under any circumstance, login using anyone else's Login ID and password.
- NEVER, under any circumstance, share your password with another student.
- If you suspect that someone else knows your password, you should contact the Site Technology Coordinator immediately and request a password change.
- Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited.
- Students will be held responsible for the contents of their file storage location on the file server or the hard drive.
- Students should monitor the contents and delete unnecessary items often. Should you suspect tampering with your files or file storage location, you should notify the Site Technology Coordinator immediately.
- Students are prohibited from using any method whatsoever to gain access to Administrator privileges to the local or wide area network.
- Students are prohibited from viewing, modifying, adding to, or deleting any part of the system files or rights to system files of the local or wide area network. Any attempt will be considered as malicious hacking and will be dealt with accordingly.
- Students who witness any other person accessing prohibited system resources should contact the Site Technology Coordinator or Technology Director immediately.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District's technology resources.
- Students are prohibited from using the network in such a way that it disrupts the use of the network by other users.
- Students will comply with all copyright laws.
- Students are prohibited from performing acts of vandalism. Vandalism is defined as any attempt to harm or destroy data or equipment of another user.
- Forgery or attempted forgery of electronic messages is prohibited. Forgery includes the attempt to read, delete, copy, or modify electronic messages (email, instant message, podcasts, blogs, wikis, etc.).

APPENDIX

Appendix A..... GHS Laptop Policies Agreement
Appendix B.....Student / Parent Laptop Agreement

Appendix A

GHS Laptop Policies Agreement 2009-2010

Student Agreement:

- I will bring my GISD issued laptop to school EVERY day that I am in attendance.
- I will not use the GISD issued laptop for non-academic purposes (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, DVDs, etc.) during school (8:00am – 3:30pm).
- I will charge GISD issued laptop’s battery daily and will NOT loan out the laptop, power adapter, cords, disks, or software to other individuals, and know that I will be issued the same laptop each year.
- I will transport the laptop in its GISD-issued protective bag. The laptop bag should be securely closed before transporting the laptop to another location. I will not add books and supplies to the laptop bag, since undo pressure on the laptop may cause damage. If I must leave the classroom, I will leave the laptop with the teacher.
- I will keep the GISD issued laptop off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the laptop since they may cause damage to the computer.
- I will not use the laptop on the bus.
- I will not disassemble any part of my GISD-issued laptop or attempt any repairs. Should a key pop off the keyboard, I will bring it to the Help Desk to be reattached.
- I will not deface the GISD-issued laptop or the laptop bag in any way. This includes, but is not limited to, attaching stickers, marking, painting, drawing or marring any surface of the laptop or bag.
- I understand that regulations have been addressed in the student code of conduct to emphasize that obscene language and/or materials, including music, screensavers, backdrops, and/or pictures are prohibited. If such items are found, I understand that my GISD issued laptop will be immediately erased (re-imaged) and I could face disciplinary actions.
- I understand that my laptop is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the Parent/Student Laptop Agreement and the Acceptable Use Policy (AUP) outlined in the Student Code of Conduct while at school, as well as outside the school day.
- I assume full responsibility of my Gladewater ISD issued laptop.

Parent Agreement

- I will be responsible for the deductible in the event of theft or damage of the laptop and/or peripherals, such as the power adapter.
- I will be responsible for the repair or replacement costs in the event loss or damage of the laptop and/or peripherals and bag is due to negligent or deliberate damage.
- I acknowledge that my student and I are to follow the expectations in the Parent Orientation Training, Parent/Student Laptop Agreement, and the Acceptable Use Policy outlined in the Student Code of Conduct and that a violation of these guidelines could result in the student facing disciplinary action.
- I will be responsible for monitoring my student’s use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- I agree to immediately return the District laptop and peripherals in good working condition upon request.

By signing the GHS Laptop Policies Agreement, both the student and the parent/guardian agree to the above terms.

Parent Name _____ Signature _____ Date _____
Please Print

Student Name _____ Signature _____ Date _____
Please Print

Appendix B

Student / Parent Laptop Agreement 2009-2010

Gladewater Independent School District (“District”)

In this agreement, “we” “us” and “our” means the District; “You” and “your” means the student, parent and/or guardian.

Terms: You will remit your annual, non-refundable \$60 fee on or before taking possession of the property. You will comply at all times with the Gladewater Independent School District’s STUDENT/PARENT LAPTOP AGREEMENT attached hereto and made a part of hereof for all purposes. Any failure to comply ends your rights of possession effective immediately. Your insurance coverage AND right to the use and possession of the property terminates the last calendar day of this school year, unless terminated earlier by the District or upon withdrawal from the District.

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 on your full and complete compliance with the STUDENT / PARENT LAPTOP HANDBOOK and AGREEMENT and the Student Technology Acceptable Use Policy.

Liability: Laptop insurance will be provided through the District. The insurance covers damages or loss due to fire, earthquakes, hurricanes, tornadoes, vandalism, flood, lightning strikes, theft, and accidental damage (including liquid spills & drops). The policy covers the property on or off school grounds. Individuals are not required to file a home owner’s insurance claim.

- If the property is damaged, you are to contact a school representative immediately to view the damage. If the damage is due to negligence or deliberate action not covered by insurance, you are responsible for the repair/replacement costs on the date of loss/theft. If the damage is covered by insurance, you are responsible for paying the \$25 insurance deductible.
- In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report brought to the school.
- If the laptop is lost or stolen because of negligent or deliberate action not covered by insurance, you are responsible for the reasonable cost of replacement value.
- If the property is not timely returned, you are responsible for the reasonable cost of replacement value.
- The maximum amount for which you will be liable is the fair market value of the property plus reasonable attorney fees if the unpaid amount is turned over to an attorney for collection. If the laptop is not returned to the District in a timely manner, and no police report indicating theft is provided, the District may file charges with the police department and attempt to recover the property.

Repossession:

If you do not timely and fully comply with all terms of the Parent/Student Laptop Handbook and Agreement and the Student Technology Acceptable Use Policy, 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. If the laptop is not returned to the District in a timely manner, and no police report indicating theft is provided, the District may file charges with the police department and attempt to recover the property.

Fee Assessed: Pricing below for **accidental** damage is the cost of the deductible. **Deliberate / Negligent damage will be priced according to the actual cost of repair. Price shown in Deliberate/Negligent Damage column is an estimate only. The actual cost may vary.**

Estimated Repair/Replacement Costs		
Description of Non-Warranty Repair/Replacement	or Accidental Damage With District Insurance You Pay	Deliberate / Negligent Damage
Damaged LCD Screen	\$ 25.00	\$755 up to Total Cost of Repair
Damaged Keyboard	\$25.00	\$75 up to Total Cost of Repair
Damaged / Lost Power Supply	\$25.00	\$120
Damaged / Lost Battery	\$25.00	\$117
Other Minor / Major Damage	\$25.00	Cost of Repair
Lost / Stolen Laptop	\$25.00	\$1,000.00
Damaged / Lost Bag *	\$45.00	

* **Damaged / Lost bag is not covered by insurance.**

* **The cost of other parts needed for repairs will be based on manufacturer current list price.**

By signing below, you acknowledge that you have been informed of information contained in and you agree to abide by all Student and Parent/Guardian responsibilities as detailed in the Student/Parent Laptop Handbook and Agreement . You will pay an annual, non-refundable \$60.00 security and use fee. The District agrees to pay for the insurance premium for accidental damage coverage . The annual \$60.00 fee is **NOT** refundable and you will be responsible for a \$25 deductible for each instance the insurance should be used as well as any cost for deliberate or negligent damage. The District agrees to release its legal rights to seek monetary recovery of its loss, if any occurs, to the extent such loss is covered by applicable insurance coverage, less the amount of any applicable deductible for which you will remain responsible.

Student Information – please print

Last Name		First Name	
Student ID #		Grade	

Parent/Guardian Information – please print

Last Name		First Name	
Home Phone #		Work or Cell #	
Have you already attended a Vision 2020 Parent Orientation Training for another child?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Student Name: _____ ID#: _____

Other Sibling Information (only complete this section if you have more than one student currently enrolled at GHS)

Last Name		First Name	
Student ID #		Grade	
Last Name		First Name	
Student ID #		Grade	
Last Name		First Name	
Student ID #		Grade	

Parent Signature _____ Date _____

Student Signature _____ Date _____