

2018 Parent & Student



Laptop Agreement and Handbook

Table of Contents

Legal	3
Terms:	3
Title:.....	3
Loss or Damage:	3
Repossession:	3
Term of Agreement:.....	3
Appropriation:	4
Use & Maintenance Fee.....	4
Students will pay a non-refundable annual use & maintenance fee:	4
Fair Market Value:	4
Table of Estimated Repair Pricing:	4
Financial Hardships:	5
Classroom Assignments and Websites.....	5
Personalizing the laptop.....	5
Screensavers.....	5
Sound	5
Deleting Files.....	5
Inventory Stickers	6
Laptop Cases	6
Laptop Chargers.....	6
Music, Games, or Programs	6
Transporting laptops	6
Abandonment:	6
Guidelines	7
Student Acceptable Use for the laptop.	7
Personal Model:	8
Internet Safety Tips for Parents.....	8
Online tips for parents:.....	8
Discussions with your student:	9
Student Pledge for laptop Use	10

Legal

Terms:

You will pay a nonrefundable annual use and maintenance fee of \$25.00 on or before taking possession of the laptop. You will comply at all times with the Ballinger ISD'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 laptop.

Title:

Legal title to the laptop is to Ballinger ISD and shall at all times remain to Ballinger ISD. 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.

No Loaning or Borrowing laptops

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

Loss or Damage:

If the laptop is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss of the laptop must be reported to the District by the next school day after the occurrence. Theft of the laptop must be reported to the district by the next day and must also include a copy of the police report. 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, including the timely return of the laptop, the District shall be entitled to declare you in default and come to your place of residence or other locations in order to take possession of the laptop.

Term of Agreement:

Your right to use and possession of the laptop 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 return the laptop in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's laptop.

Use & Maintenance Fee***Students will pay a non-refundable annual use & maintenance fee:***

A fee of \$25.00 per year will be required from each student as mentioned on page 2 under the Terms section.

- Students will pay fee on or before taking possession of the laptop.
- In case of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent within 24 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report sent to the school.
- Student will be charged the Fair Market Value of the laptop if lost, deliberately damaged or vandalized. Seniors must clear all records and pay all fees before participating in graduation.
- Students/Parents are responsible for reasonable cost of repair for deliberately damaging the laptop (see Repair Pricing chart).

Fair Market Value:

Age of laptop Value:

1 year or less	\$ 1,100
1-2 years	\$ 850
2-3 years	\$ 650
3-4 years	\$ 450

Table of Estimated Repair Pricing:

Description of Non-Warranty Repair/ Replacement	Cost of Repairs
Broken Screen (LCD)	\$ 350.00
Damaged / Lost Power Supply	\$ 80.00
Re-image (includes being locked out)	\$ 15.00
Abandonment Fee	\$ 20.00
Other Minor / Major Damage	To be determined.
Replacement Case	\$ 50.00
Lost / Destroyed laptop	Fair Market Value

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, please contact the campus administration about payment options regarding payment of the fee.**

Upon determination of financial hardship, the administration may elect to create a payment plan for the student / parent to pay out fees over time.

Classroom Assignments and Websites

Classes may have online assignments posted on the BISD website which can be accessed through any Internet wireless connection. Talk with your student's teachers about the availability of coursework and assignments on the Districts' website.

Personalizing the laptop

Screensavers

Inappropriate media may not be used as a screensaver.

Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures will result in disciplinary actions.

Passwords on screensavers and power-on screen are not permitted.

Sound

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

Deleting Files

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

There is a \$15 re-imaging charge. Re-imaging the laptop will result in the loss of ALL personal data.

Inventory Stickers

The laptop and case have inventory stickers that must remain attached at all times. If the sticker is removed the student will be charged a \$5.00 fee to have it replaced. If the sticker, through natural wear begins to peel or fade the district will replace the sticker at no cost is the student ask.

Laptop Cases

The laptop will come in a district issued protective cases. The laptop must remain in this case at all times. The laptop is not to be placed in a backpack at any time. The weight of the other items may damage the laptop and the student would be responsible for the damages.

Laptop Chargers

The laptop is issued with a charger. The charger need to be left at home and the device should be left to charge at night for at least 6 hours. The battery on the laptop with a full charge will last the duration of the school day.

Music, Games, or Programs

- Any music downloaded or streamed over the Internet must be appropriate as per District policy.
- Any games streamed over the Internet must be appropriate as per District policy.
- Decisions regarding appropriate music and games will be at the discretion of the Campus Administration.
- All software on the laptop must be District approved.
- All copyright laws will be enforced.

There is a \$15 re-imaging charge to remove any of the above items.

Transporting laptops

- laptops must remain in district provided cases.
- laptops do NOT have to be shut down (turned off) between classes.
- laptops can be left on around the clock. Batteries must be fully charged prior to arriving at school each day.

Abandonment:

Any student that leaves a laptop unattended will have to pay a fine of \$20.00 before they will have the laptop returned.

Guidelines

Student Acceptable Use for the laptop.

These guidelines are provided so students and parents are aware of the responsibilities students accept when they use District-owned laptops. In general, this requires efficient, ethical and legal utilization of all technology resources.

1. Expectations
 - A. During the class period, student use of the laptop is only allowed when supervised or permission has been granted by an instructional staff member.
 - B. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center (library) of each campus, as well as posted on the District website.
 - 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.
 - 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.

2. Unacceptable conduct includes, but is not limited to the following:
 - A. Using the device 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 online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
 - D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
 - E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
 - F. Intentionally wasting finite resources, i.e., streaming music and media.
 - 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.
 - K. Coaching, helping, observing or joining any unauthorized activity on the device.
 - L. Forwarding/distributing E-mail messages without permission from the author.
 - M. Posting anonymous messages or unlawful information.
 - N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
 - O. Falsifying permission, authorization or identification documents.
 - P. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
 - Q. Knowingly placing a computer virus on a computer or network.

Personal Model:

Although Internet access is filtered while at school, it is possible that users may run across areas of adult content and/or material that might be found objectionable. Ballinger ISD will make every effort to educate and guide all students in the proper use of the Internet; however, it is impossible to control all materials on the global Internet. Therefore, it is imperative that the user be held accountable for the appropriate use of the technology.

- Ballinger ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. Ballinger ISD will not be responsible for damages incurred while on this system.
- Ballinger ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and/or costs incurred by users.
- Ballinger ISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.
- ***Ballinger ISD shall not be responsible for action of the students with the laptop after school hours.***

Internet Safety Tips for Parents

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.

Additional Sources of Internet Safety Information:

- FBI Parent's Guide to Online Safety:
<http://www.fbi.gov/publications/pguide/pguidee.htm>
- Internet Safety: <http://www.isafe.org>
- NetSmartz: <http://www.netsmartz.org/netparents.htm>
- FBI Parent's Guide to Online Safety:
<http://www.fbi.gov/publications/pguide/pguidee.htm>

Online tips for parents:

- If your child takes the laptop to a friend's homes, talk with their parents about how they monitor online access.
- Spend time with your children online. Have them teach you about their favorite online destinations.

- **MONITOR:** Monitor your child's internet use. Make sure you know where your child is going online, where he/she's been, and with whom.
- Closely monitor your child's participation in any chat room.
- Make sure you understand how your children are using the internet, what web sites they are visiting, and who they are communicating with online.
- Always maintain access to your child's online account and randomly check his/her e-mail. Be upfront with them about your access and the reasons why.
- **COMMUNICATE** with your child about your expectations and what you consider appropriate for him/her while they are online.

Discussions with your student:

- Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
- Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
- Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
- Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; Sally who says she's 12 can really be Bob who is 45.
- Never open emails if you do not know who they are from or if they make you feel uncomfortable in any way. Unsolicited e-mail that is opened could give you a virus and be the cause of unwanted mail (spam).
- Never click on banner ads in a site. Most of the time, they will add your address to a database and you will receive unwanted spam mail.
- Never use bad language or send mean or threatening email. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
- Never upload (post) pictures of yourself or your friends/family to the Internet or online service to people you do not personally know.

Student Pledge for laptop Use

- I will take good care of my laptop and understand I will be issued the same laptop each year.
- I will never leave my laptop unattended.
- I will never loan out my laptop to other individuals.
- I will know where my laptop is at all times.
- I will charge my laptop's battery each night.
- I will keep food and beverages away from my laptop.
- I will not disassemble any part of my laptop or attempt any repairs.
- I will protect my laptop by only carrying in the carrying case provided by the district.
- I will only use my laptop in ways that are appropriate and educational.
- I will not place decorations (stickers, markers, etc.) on the laptop or case.
- I understand that my laptop is subject to inspection at any time without notice and remains the laptop of Ballinger ISD.
- I will follow the policies outlined in Ballinger ISD's Acceptable Use Policy while at school and any other place I use my laptop
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay for the replacement of power cords, battery, or laptop case in the event any of these items are lost or stolen.
- I agree to return the District laptop and power cords in good working condition immediately upon request by the District.

As a student of Ballinger Independent School District, I am being provided a laptop and/or other type of technology equipment as listed below to use for school or school-related activities. Its use is conditioned upon compliance with all District policies, including the Laptop Agreement and Handbook and BISD Acceptable Use Policy. Copies of these documents can be found at www.ballingerisd.net under the Technology Department section.

I understand that the District owns the equipment, installed software and other accessories. I also understand that I am liable for the value of this equipment while in my possession on and off campus. In the event the equipment is lost, damaged, destroyed, stolen or otherwise rendered unusable while in my possession and which is not covered by the manufacturer's warranty, I am responsible for:

- Notifying the Principal within 24 hours
- Reporting any theft or vandalism to the police department and obtaining a police report
- Submitting a claim with my (parents) homeowners/renters or auto insurance carrier

The District may require the return of the equipment at any time and for any reason. If I leave the District, the equipment and accessories will be returned to the district. Failure to return will be subject to all legal remedies available.

Issue Date: 2018-2019 School Year

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____