



2019-20

# Laptop Handbook



A handbook for  
students and parents.

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## Comfort ISD Laptop 1:1 PROGRAM

The focus of the 1:1 (1 laptop per student) program in Comfort ISD is to provide equipment and resources that meet the needs of today's students.

The laptop 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The information within this document applies to the 1:1 laptop program for 6<sup>th</sup> – 12<sup>th</sup> grade students. Please note that teachers may set additional requirements for use in their classroom.

## Comfort ISD Laptop 1:1 PROGRAM

### Terms of the Laptop Loan

Before the student can take possession of a laptop the Student Laptop Pledge, CISD Student Acceptable Usage of Internet & Computer Facilities Form, and the Free /Reduced Lunch Application forms need to be filled out and turned in. You will comply at all times with the Comfort ISD Laptop Handbook, incorporated herein by reference and made a part here of 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 to the District and shall at all times remain to the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Laptop Handbook.

### Loss or Damage:

If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs is included in the 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 the terms of this Agreement and the 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 return the property 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 property.

### Maintenance Fee

Students will not be required to pay a maintenance fee in the event of:

- 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 is brought to school
- If laptop is stolen and student reports the theft (by the next school day) and police filed a report, then the student will not be charged.
- 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 damaged laptops (see Repair Pricing chart).

## Comfort ISD Laptop 1:1 PROGRAM

Fair Market Value

Age of Laptop Value:

1 year or less 90% of value

1-2 years 75% of value

2-3 years 50% of value

3+ years 25% of value

\*Original cost to the District is currently \$280.

### Table of Estimated Repair Pricing

Damaged display bezel	\$50.00 (rim around the display)
Damaged display (screen)	\$50.00
Keyboard	\$100.00
AC Power Adapter	\$20.00

### Financial Hardships

The school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of technology 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 proof of financial hardship, the administration may elect to create a payment plan for the student / parent to pay out fees over time.

## STUDENT LAPTOP PLEDGE

1. I will take care of my school issued laptop.
  - We know that accidents happen. However, we ask that you do your best when handling your laptop. If, or when, an accident happens bring your laptop to the CISD Technology building straight away. Waiting may result in more issues or damages to the laptop.
2. I will never leave my school issued laptop unattended and I will know where it is always.
  - DO NOT leave in the hallway, classroom (if going to bathroom while in class it is fine to leave on your desk. Make sure you close the laptop case/lid), cafeteria, gym, bus, outside, etc.....
3. I will never loan out my school issued laptop to others.
  - Not to family members, or friends.
  - DO NOT share your password with anyone.
4. I will charge my school issued laptop's battery fully daily.
  - At night TURN OFF laptop and plug into charger.
  - If you are having issues charging laptop at home speak to someone in Technology.
  - If you lose your charger you can buy one for \$20 from CISD Technology.
5. I will be responsible for any damage caused by food or drink to my school issued laptop.
  - DO NOT have food or drink around laptop. However, if you do spill any on your laptop you will be charged for damages.
6. I will not disassemble or deface any part of my school issued laptop or attempt any repairs.
  - DO NOT pick or pull off keys on keyboard.
  - DO NOT pull apart the plastic bezel around the screen.
  - DO NOT pry and pull up the mouse track pad.
  - DO NOT draw/carve on the keyboard, plastic or anywhere on the laptop and case.
  - DO NOT put stickers on your laptop.
  - DO NOT pull off the CISD sticker or any other CISD/manufacture stickers (tags) on the laptop.
7. I understand that my school issued laptop is for educational use.
  - The school issued laptop is a cloud-based device. It is not meant for loading full of software.
  - The laptop is for class use. If you try downloading software (games/chat) your laptop will not function properly.
8. I will carry my school issued laptop in the closed position.
  - Keep the laptop closed and case zipped closed while carrying.
9. I understand that my school issued laptop is subject to inspection at any time without notice and remains the property of the ComfortISD.
10. I will file a police report within 24 hours in case of theft or vandalism.
  - If this is not done, you may be charged for the full price of the missing laptop.
11. I will be responsible for all damage or loss caused by neglect or abuse.

12. I agree to return the School issued laptop, power cords, and case in good working condition at required check-ins (i.e., withdrawal from school or summer).

13. I will follow the Comfort ISD Responsible Use Policy when using my School issued laptop.

- This was in your registration packet. You and your parent signed and turned in with your registration packet. If it was not returned you will NOT be issued a school laptop.

14. I understand that my use of the School issued laptop is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

Print Student Name \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## GENERAL INFORMATION

### LAPTOP CHECK-IN AND CHECK-OUT

Laptops will be distributed each fall at an advertised day / time and the required forms are signed and returned.

**WITHDRAWAL:** If a student withdraws from Comfort ISD, the laptop and charger will be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment, not to exceed the replacement cost of the laptop. Failure to return the laptop and charger may result in a warrant for arrest on theft charges.

### REPAIR

Laptops that are broken or fail to work properly must be turned in to the CISD Technology Center or technicians in a timely manner. Any repairs that are not due to misuse or damage will be covered the first time without cost. A letter will be sent home for the first damage indicating the estimated date of damage and what was damaged. The letter must be returned prior to the laptop being returned to the student. Any subsequent repairs will be subject to the Repair Pricing table.

### INSURANCE

Parents are not required to take out an insurance policy on the laptop but are encouraged to do so.

### LOSS OR THEFT

Students or parents must contact the CISD Technology Center if there is loss or theft of the laptop that has been issued to that student.

A theft report is required for replacement of the laptop. Students who lose their laptop and do not have a theft report will be required to pay the full replacement cost.

### LOCATION OF TECHNOLOGY CENTER

The Technology Center is located on the Middle School campus on the first floor of the 2-story building. Laptops need to be returned to either Miss Lantz, 830-995-6400 x126, Mrs. Jones, 830-995-6400 x118, or Mrs. Evans, 830-995-6400 x119.

Address: 232 High Street  
Comfort TX 78013

## Laptop USE

### GENERAL USE

1. Use caution when eating or drinking near your laptop.
2. Cords, cables, and removable storage devices must be inserted **carefully** into the laptop to prevent damage.
3. Students should never carry their laptop while the screen is open.
4. Do not stack **any** books, heavy materials, etc. on top of the laptop in your locker or backpack. Anything placed on the laptop may cause damage.
5. Do not close the laptop with anything inside it (pencil, etc.). This can cause screen damage.
6. Laptops may be stored in the student's locker with **the lock securely fastened**. Nothing should be placed on top of the laptop when stored in the locker.
7. Students need to take their laptops home with them every night to charge them. If a student is attending a school-sponsored activity (either off campus or after school), he/she should secure the laptop in a locker or teacher-designated area.
8. Laptops should not be left unattended, particularly in the cafeteria, unlocked classrooms, locker rooms, dressing rooms, hallways, bathrooms, buses, cars, or on school grounds.
9. Do not expose the laptop to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
10. All students must always keep the case on the laptop .

### CHARGING YOUR BATTERY

1. Average battery life should be 8 hours. If the laptop is consistently losing its charge before the end of the school day, it needs to be turned in to the CISD Technology Center for repair.
2. Laptops should be shut down or put to sleep (close the lid) when not in use to extend battery life.
3. Laptops must be brought to school each day fully charged. Students need to charge their laptops at home each evening.

### SCREEN CARE

1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything near the laptop that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft cloth.
5. Do not bump the laptop against lockers, walls, car doors, floors, etc.

### SCHOOL USE

1. Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules may be accessed using the laptop. Students are responsible for bringing their laptops to all classes, unless specifically instructed not to do so by their teacher.

2. If students leave their laptop at home, they are responsible for getting the course work completed as if they had their laptop present.
3. If a student consistently does not bring his/her laptop to class, parents will be contacted.

#### LAPTOP MANAGEMENT

1. Only the CISD student who is assigned to the laptop is allowed to log into that laptop.
2. CISD laptops are managed by the domain comfort.txed.net. Any attempt to remove the management will result in immediate disciplinary action, including, but not limited to, confiscation of the device.

#### MEDIA, SOUND, AND GAMES

1. All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.
2. Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of laptop privileges.
3. Music and games must serve an educational purpose and meet the Acceptable Use Guidelines.
4. Use of media, sound, and games must be in accordance with classroom procedures.

#### HOME INTERNET ACCESS

1. Students are allowed to set up access to home wireless networks on their laptops. This will allow students to access resources needed to complete school work.
2. Laptops are content filtered (blocked from pornography, hate, violence, most social media) no matter what network they are on. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

#### SAVING TO THE LAPTOP

1. Student work will be saved in the student's Google Drive account. Documents created in those drive applications are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or laptop. There is also limited access to the drive files on tablets and smart phones.
2. Files that are saved locally on the laptop (downloaded PDF's, for example) are only available on that laptop.

## NETWORK CONNECTIVITY

1. Comfort ISD makes no guarantee that the CISD network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
2. Most of the Google Drive Apps can be used offline. Once a student reconnects to the Internet, the offline files will sync with the drive account.

## APPS AND EXTENSIONS

1. Comfort ISD manages the apps and extensions that are available on the laptop. Apps and extensions installed by the district are not to be removed by the student.
2. Any app or extension that violates the Responsible Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the laptop.

## INSPECTION

1. The laptops are property of CISD and are subject to inspection at anytime.
2. Reasons for laptop inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the laptop.

## MICROSOFT OPERATING SYSTEM UPDATES

1. The laptop will update automatically every time the device is connected to the Internet.
2. If a laptop does not appear to be managed by [comfort.txed.net](http://comfort.txed.net), running slowly, or has trouble connecting to a network, the laptop should be turned in for maintenance at CISD Technology Center.

## PARENT/GUARDIAN RESPONSIBILITIES

1. Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
2. Be an active participant in your child's digital life. Have them show you what sites they are navigating to, what apps they use, and what they are working on.
3. The following resources will assist in promoting positive conversation(s) between you and your children regarding digital citizenship:

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <http://www.common sense media.org/blog/digital-citizenship>

Digital Citizenship: <http://www.digitalcitizenship.net>

## ACCEPTABLE USE GUIDELINES

Student responsibilities are outlined in the Technology Use Agreement in the Student Handbook:

**Responsible Use** - The use of your account must be consistent with the educational objectives of the Comfort Independent School District.

1. Transmission and/or access of any material in violation of any District, state, or US regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or malicious or dangerous material.
2. Users will respect the intellectual property of other users and information providers and obey copyright guidelines providing proper citation. Users will not plagiarize or use others' work.
3. The taking of unapproved videos/photos of people and events at school and/or the posting of such on any website is strictly forbidden.
4. Use of your account for commercial activities, product advertisement or political lobbying is prohibited.
5. Users will not install any personal computer programs or applications on school devices without permission.
6. The use of personal electronic devices is allowed with permission during the school day.

**Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette when using any system, including the comfort.txed.net secure, controlled email system.

1. Be polite. Do not swear, use vulgarities or any other inappropriate language. Abusive, demeaning, or cyber bullying communications are prohibited.
2. Do not reveal your personal address or phone numbers to anyone over the Internet including, but not limited to: e-mail, chat, bulletin board postings, social media sites, and forums.
3. Note that email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Use email and other means of communications responsibly (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.).
4. Do not use electronic devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. Do not retrieve, save, or display hate-based, offensive or sexually explicit material using any CISD resources. Users are responsible for not pursuing material that could be considered offensive and should notify an adult immediately if they encounter such materials accidentally

**Security** - Protecting personal information and network security are high priorities.

1. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
2. Do not use another individual's account or allow your account to be used by others. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
3. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

**Vandalism** - Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the Internet.

1. Internet vandalism will result in cancellation of privileges. This includes, but is not limited to: the uploading or creation of computer viruses.
2. Hardware and software vandalism will result in cancellation of privileges. This includes but is not limited to: modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.

**Texas Penal Code****33.2. 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 Subsection (a) is a Class B misdemeanor, except that the offense is a state jail felony if:

- (1) the defendant has been previously convicted two or more times of an offense under this chapter; or
- (2) the computer, computer network, or computer system is owned by the government or a critical infrastructure

facilit

Y. (b-1) A person commits an offense if with the intent to defraud or harm another or alter, damage, or delete property, the person

knowingly accesses a computer, computer network, or computer system without the effective consent of the owner. (b-2) An offense under Subsection (b-1) is:

- (1) a state jail felony if the aggregate amount involved is less than \$20,000;
- (2) a felony of the third degree if the aggregate amount involved is \$20,000 or more but less than \$100,000;
- (3) a felony of the second degree if:

(A) the aggregate amount involved is \$100,000 or more but less than \$200,000;

(B) the aggregate amount involved is any amount less than \$200,000 and the computer, computer network, or computer system is owned by the government or a critical infrastructure facility; or

(C) the actor obtains the identifying information of another by accessing only one

computer, computer network, or computer system; or

(4) a felony of the first degree if:

(A) the aggregate amount involved is \$200,000 or more; or

(B) the actor obtains the identifying information of another by accessing more than one computer, computer

network, or computer system.

(c) When benefits are obtained, a victim is defrauded or harmed, or property is altered, damaged, or deleted in violation of this section, whether or not in a single incident, the conduct may be considered as one offense and the value of the benefits obtained and of the losses incurred because of the fraud, harm, or alteration, damage, or deletion of property may be aggregated in determining the grade of the offense.

(d) 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.

(e) It is a defense to prosecution under this section that the person acted with the intent to facilitate a lawful seizure or search of, or lawful access to, a computer, computer network, or computer system for a legitimate law enforcement purpose.

