

**WINK-LOVING INDEPENDENT SCHOOL DISTRICT
WINK JR. HIGH/HIGH SCHOOL
1:1 TECHNOLOGY STUDENT HANDBOOK**

2018-19



WINK-LOVING I.S.D. 1:1 TECHNOLOGY STUDENT HANDBOOK

INTRODUCTION

Wink High School has developed a 1:1 laptop program which allows all high school students to lease a MacBook laptop to be used as a resource in enhancing their learning experience. Increasing access to technology is essential for the future, and the learning tool of these twenty-first century students is a laptop computer. The usage of laptops provides a means in which to empower students to learn at their full potential and prepare them for the real world of college and the workplace.

GOALS OF TECHNOLOGY INTEGRATION

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology integration does not diminish the vital role of the teacher; to the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Our goal is to enhance teaching in order to bring our students to a higher level of learning that will benefit them for the rest of their lives.

DISTRIBUTION

Laptops will be distributed each fall during the first week of school. Parents and students must sign and return the following documents prior to a laptop being issued to a student:

1. Technology Acceptable Use Policy – reviews district electronic resources, their use and consequences of unacceptable use.
2. Computer Protection Agreement – provides an overview of the Apple warranty, damage protection, and the district coverage for your laptop.
3. Computer Loan Agreement – describes the computer equipment being loaned to the student, and the responsibilities of the borrower and the district.
4. Student Pledge for Laptop Use – a personal responsibility agreement.

Laptops will be collected at the end of each school year for maintenance, cleaning and software upgrades. Students who will be attending summer school will be allowed to use their laptop for their summer sessions. Students will retain their original laptop each year while enrolled at Wink High School.

TERMS

In order to issue the notebook, Wink High School charges a nonrefundable annual usage and maintenance fee of \$125.00 before the student takes possession of the property. Parents and students must comply at all times with Wink-Loving I.S.D.'s Acceptable Use Policy and the Wink High School Student Handbook and Code of Conduct. Any failure to comply may cause the termination of the student's rights of possession immediately, and WLISD may repossess the laptop.

WLISD PROVIDES THE LAPTOP "AS-IS". WLISD MAKES NO WARRANTIES, EXPRESS OR IMPLIED, OF MERCHANTABILITY, MARKETABILITY, FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE, EXCEPT AS SET FORTH HEREIN. ANY IMPLIED WARRANTIES ARE EXPRESSLY DISCLAIMED AND EXCLUDED.

At all times, the legal title to the laptop belongs to Wink-Loving I.S.D. Electronic resources owned by WLISD should not be released to anyone including, but not limited to, law enforcement agencies. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

If the laptop is damaged, lost or stolen, the student is responsible for the reasonable cost of repair or its purchased price for replacement on the date of loss. Loss by theft of property must be reported to the Director of Technology within 48 hours or, if theft was on a weekend, within 48 hours during the next school day. Failure to report the theft or loss will result in the parent or guardian, or a student 18 years or older, being responsible for replacement of the laptop at its purchased price.

Your license to use and possess the laptop terminates no later than the last day of the school year, or upon withdrawal from the school district. WLISD has the right to terminate rights to a laptop for disciplinary reasons. Failure to return the laptop in a timely manner will be considered unlawful appropriation of WLISD property.

Students may and will be selected at random to provide their laptop for inspection.

Failure to pay annual usage and maintenance fee will result in the student being required to check in and out the laptop from the library at beginning of school, lunch time and end of school daily. This will also exclude them from being able to purchase the laptop after graduation.

Students that enter the semester late that do pay usage and maintenance fee may still be eligible to purchase laptop on graduation, this will be at the discretion of Technology Director and may result in an adjusted purchase price.

CARE AND HANDLING

Students are responsible for the general care of the laptop they have been issued. Laptops that are broken or fail to work properly must be taken to the technology department for repairs.

Damage to your laptop due to failure to follow proper care and handling procedures is considered misuse or abuse of the laptop. **Students/Parents are responsible for full payment of intentional damages, including misuses and abuse of laptops.**

Some general rules of care are as follows:

1. Laptops should remain free of any writing, drawing, stickers, or labels that are not the property of WLISD.
2. Laptops must never be left in any unsupervised area.
3. Do NOT borrow someone else's laptop or loan out your laptop.
4. Do NOT share passwords with other students.
5. Always carry and store when not in use and set your laptop on a stable work space.
6. Keep your laptop away from sand and water.
7. Do not eat or drink while using your laptop.
8. Do not place anything near the laptop that could apply pressure on the screen.
9. Take proper care to make sure your computer does not get broken or stolen.
10. Inappropriate media may not be used as a screensaver or wall paper. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action. Passwords on screensavers are not to be used. A \$15.00 reimaging charge to correct system files may apply.
11. Sound is to be muted at all times unless permission is obtained from the teacher for instructional purposes.
12. Students should not delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with the students' ability to complete coursework. A \$15.00 reimaging charge to correct system files may apply.
13. Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws. All software loaded on the system must be approved by the district's Director of Technology. A \$15.00 reimaging charge to correct system files may apply.

USE AND POLICIES

Laptops are intended for use at school each day. Students must be responsible to bring their laptop fully charged to all classes unless specifically advised not to do so by their teacher. If students leave their laptop at home, they must immediately phone their parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

WLISD is committed to the availability of technology resources for student work. If a student is experiencing problems with equipment, the student should report their issues, along with the equipment, to the Director of Technology. Students will be issued a loaner laptop (if available) while their laptop is undergoing repair by WLISD's Director of Technology.

Students who want to print on a home printer must ask the Director of Technology to add their printer software to the laptop computer.

There are many sites on the Internet that can be potentially dangerous to minors. WLISD makes every effort to block these sites while the students are on the district's network by using filtering software. Students are in violation of district policy if they access these sites through proxies or deactivate or bypass the security software. Parents may want to further restrict their home access. For more information about internet safety, www.isafe.org is an excellent resource.

FILE STORAGE

Students are responsible for saving their files on their laptop and for backing up their files on their own personal removable storage device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

LAPTOP TECHNICAL SUPPORT AND REPAIR FEES

WLISD's Director of Technology coordinates the repair work for laptops. Any attempt to complete repairs on your own will void the laptop warranty. Services provided by WLISD's certified repairman include but are not limited to: hardware maintenance and repairs, password identification, user account support, operating system or software configuration support, application information, re-imaging hard drives, updates and software installations, coordination of warranty repairs and distribution of loaner laptops.

It may become necessary to re-image a laptop's hard drive in order to repair software or hardware issues, or to remove inappropriate content from a computer. When a computer is re-imaged, the Technology Department will do their best to back-up the student's class files in order to restore them once the process is complete if possible. The school does not accept responsibility for the loss of any software or files due to a re-image. If re-imaging is required due to misuse by a student, a \$15.00 reimaging fee will be charged to the student. Costs to repair broken or damaged equipment due to misuse, abuse or neglect must be paid before the laptop is returned to student.

Students/parents are responsible for full payment of intentional damages, including misuse and abuse to laptops. The laptop's warranty DOES NOT cover intentional damage, misuse or abuse. **If a student loses or destroys any of the following components, they will be charged full replacement costs for those items: power module-cord and components, battery, carrying case.**

FEES:

There will be an annual laptop maintenance fee of \$125.00 due prior to a student receiving a laptop. Student may work in the WLISD summer work program to pay this fee.

**COMPUTER LOAN AGREEMENT
WINK-LOVING INDEPENDENT SCHOOL DISTRICT**

Name: _____

Date: _____

Grade: _____

Phone: _____

Equipment on Loan: _____

The above listed equipment is being loaned to me and is in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is the property of Wink-Loving ISD of Wink, Texas and is herewith being loaned to the student/staff member for educational purposes for the academic school year or until further notice. The equipment may not be defaced or destroyed in any way. Inappropriate material on the machine may result in the student/staff member losing his/her right to use this computer and/or disciplinary action. The equipment will be returned to the school on a date to be requested or sooner if the student is withdrawn from the school prior to the end of the school year.

If the District Property is lost, stolen, or damaged while in the Borrower's possession, the Borrower is responsible for the replaced or repair thereof and Borrower agrees to indemnify the District from any claim occurring during or resulting from Borrower's possession or use of the District Property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to the Borrower's use of the District Property. Any repairs needed must be initiated and supervised by WLISD. Theft will be prosecuted to the fullest extent of the law.

The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license and it is Borrower's responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower's use of the District Property other than software owned by the District and made available to the Borrower in accordance with this Receipt and Agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's CD's or other data storage medium and Borrowers agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

At the discretion of WLISD, graduating Seniors may be given the opportunity to purchase their designated laptop at a price determined by the District.

Borrowers acknowledge and agree that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT I HAVE READ ALL PAPERWORK INCLUDED IN THIS PACKET AND AGREE TO ALL TERMS AND CONDITIONS THEREOF.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____

Student Signature _____ Date _____

**WINK-LOVING INDEPENDENT SCHOOL DISTRICT
STUDENT ACCEPTABLE USE POLICY AGREEMENT**

Student's Name: _____ Grade: _____

After reviewing the Student Handbook, Student Code of Conduct and Acceptable Use of Technology Guidelines please sign and return this form to your student's school. This Signature Page is required to be completed annually and returned to the student's assigned campus.

I have read the above mentioned policy handbooks and agree to follow the rules contained in these policies. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary action.

Additionally, my signature below signifies that I have received, completed, signed and submitted a Computer Loan Agreement.

Student's Signature: _____ Date: _____

Parent's Agreement:

I have read the district's Student Code of Conduct, Acceptable Use of Technology policy and Computer Loan Agreement. I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that is in addition to the restrictions set forth in the district policy. I will emphasize to my child the importance of following the rules for personal safety.

I grant permission for my child's name, picture, video/audio productions and examples of my child's schoolwork to be published on the Internet/World Wide Web as an extension of classroom studies, provided that the home address and home phone number are not included on the Web. **I understand that if I do not want my child's identification published on the Web, that I must submit this request in writing annually to my child's principal.**

The district has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This directory information, per federal regulations, will be released to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed in writing with the principal within 10 (ten) school days of my child's first day of instruction for this school year. While the district will attempt to restrict access, it is ultimately the responsibility of the parent to ensure their child does not violate this request.

Parent Signature: _____ Date: _____

Parent Name: _____ Address: _____

Parent Phone Number: _____

WINK-LOVING INDEPENDENT SCHOOL DISTRICT
STUDENT PLEDGE FOR LAPTOP USE

1. I pledge to take care of my laptop and I understand that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt to repair it myself.
8. I will protect my laptop by securing it in a protected zipped bag.
9. I will use my laptop computer in ways that are acceptable and educational.
10. I will not deface my computer in any way. (Such as stickers, markers, etc.)
11. I understand my laptop is subject to inspection at any time without notice and remains the property of WLISD.
12. I will follow all policies outline in the Student Handbook and Acceptable Use Policy for Technology.
13. I will notify the principal's office within 48 hours in case of theft, vandalism, and other acts as required.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery or laptop in the event any of these items are lost or stolen.
16. I agree to return the District laptop and power cords in good working condition.

Student Name: _____ (please print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____