

Big Sandy ISD Technology Handbook

This handbook is intended to provide essential information about the use of student computers in Big Sandy ISD. The *one-to-one student and teacher computer program* provides exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook. The following conditions are a summary of some of the most important concepts outlined in this handbook.

- Students must comply at all times with the Big Sandy ISD AUP and BSISD electronic device student user agreement, Student Code of Conduct Handbook and Technology Handbook. Failure to comply may terminate your rights of possession effective immediately and the District may repossess the property.
- Replacement costs of \$275 for HP Stream, \$282 for the Chromebook, \$1000 for the HP Elite Pad, \$650 HP and Dell laptops if damaged either intentionally or as the result of gross neglect.
- Big Sandy ISD computers not returned when the students leave for summer or withdraw from school will be considered stolen. Theft charges will be filed. Computers must be turned in at the end of the school year for maintenance and may be picked up at a scheduled time during the summer. BSISD may also schedule maintenance during the school year.
- Internet content is filtered on all Big Sandy ISD computers. This includes use at school and off campus.
- Parents are ultimately responsible for all activities involving the Big Sandy ISD computer while the student is off campus.
- If a computer needs to be repaired or is lost, the student must report the need for repair or replacement to the Technology Department. The student's report must be filed and the required paper- work completed within 5 school days from the time of breakage or loss.

This handbook should be read carefully by students and parents/guardians. The agreement form included in this Technology Handbook is a copy of what you and your student must sign prior to the student receiving the computer.

Terms of Big Sandy ISD Computer Use

Acceptable Use: All students must comply at all times with the *Big Sandy ISD Acceptable Use Agreement (AUP)*, *District electronic Device Student User Agreement*, along with the guidelines outlined in this Technology Handbook, Student Code of Conduct and all Board Policies. Failure to comply will result in disciplinary action and could end the rights of possession effective immediately.

Liability: If the Computer is accidentally damaged, lost or stolen, the parent or guardian will be responsible for the reasonable cost of repair or the replacement value on the date of the loss. In the case of theft, the parent/guardian or the student must immediately notify school administration. Computers not returned, for any reason, at the end of the school year or when a student withdraws will be considered stolen. Theft charges will be filed.

Legal Property: Legal title to the property is in the District name and shall at all times remain in the District name. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Agreement and the Parent/Student Agreement Form.

Scheduled Evaluations: Each Computer may be evaluated periodically or randomly checked at any time to verify condition and compliance with district policy.

Computer Security

Various security measures are used on Big Sandy ISD computers. Security measures are not only used to protect Big Sandy ISD assets, but measures are also taken to protect Big Sandy ISD students. Two primary forms of security exist:

Computer Security: Security is in place on each system to prevent certain activities. These include, but are not limited to tampering with the configuration and changing system settings.

Filtering Software: Internet filtering software automatically filters all access the Internet.

While at home Internet content will continue to be filtered while students are using their Big Sandy ISD Computer. Since no filtering software can filter 100% of improper content, parents are responsible for monitoring their child's access to the Internet when the student is at home.

Social Media Guidelines

- Students will be expected to use some Web 2.0 and social media tools as part of their course curriculum under the supervision and guidance of their teachers. These tools may include *Google Apps for Education*, *Moodle*, *Edmodo*, *Project Share*, and others. Social media use “at home” is subject to rules and regulations of BSISD Acceptable Use Policy.
- Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents, guardians, relatives, and in some circumstances, other Internet users around the world.
- When using Web 2.0 and social media tools, teachers are responsible for educating our students on internet safety and digital citizenship to protect and assure the safety of students.
- Use of these tools must be in accordance with Big Sandy ISD's Policies and Procedures including but not limited to the Acceptable Use Procedures.

Parental Responsibilities

- Parents are responsible for monitoring the student's use of the Computer while at home and away from campus at all times.
- Parents must review with their student the Student Guidelines for Acceptable Use of Technology at the end of this Technology Handbook.
- Parents are responsible for monitoring their student's activities on the Internet on a regular basis.

Repair Cost Information

All computers are covered by a factory warranty for the one year that covers all manufacturers’ defects. The computers are in good working order. Students are expected to keep the computer in good condition. Failure to do so could result in out-of-pocket costs. All monies owed must be paid in full before a computer will be issued.

- Students may have no expectation of privacy on any information stored on, accessed from, or used with the Computer. The Computer belongs to Big Sandy ISD, and appropriate district and school officials may monitor a computer or access its contents at any time.
- All students will be issued a Big Sandy ISD case with an identification tag.
- If technical issues arise, students must notify a teacher or the Technology Department immediately. Filing a Computer Service Request Form
- Each computer is identified by a specific number and assigned to an individual student. To ensure that a student always has his/her assigned computer, they should never be switched from case to case.

- Under no circumstances may computers be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the cafeteria, gym, 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 may be collected by staff and taken to the Technology Department. Disciplinary action may be taken for leaving a Computer in unsupervised locations.
- Students may not download or install any unauthorized programs/applications to the computer. Students may install school appropriate apps from Windows store. These apps may be removed when maintenance is performed on the computer or if otherwise deemed necessary.
- All use of the Internet must comply with district guidelines. Log files are maintained on each Computer with a detailed history of all Internet sites accessed. All student files are subject to be reviewed.

Student Responsibilities

As the primary users, students have specific responsibilities when using their Big Sandy ISD-issued computers.

- At all times, students are responsible for their computer, whether at home or school.
- Students are responsible for bringing their computer to school every day. Batteries must be charged and maintained daily at home.
- Students are responsible for logging in under their assigned username. Students may not share their password with other individuals.
- Students must keep the computer in the provided case at all times.
- Students should not loan their computer or any computer component to another student for any reason.
- Students may not load or download any software, music, pictures, etc. on the computer unless instructed by a teacher to do so. They may download school appropriate educational apps but if the quantity or quality interfere with educational purposes or performance of the computer they will be removed.
- When a computer is lost or stolen, the student must immediately notify the Technology Department and submit the required paperwork no later than 5 school days after discovering that the device is missing. A report must be filed with the Polk County Sherriff's Office
- When a computer is damaged or functioning improperly, the student must immediately notify the Technology Department and submit the required paperwork no later than 5 school days after discovery of the damage or malfunction.
- If a student adds any unauthorized items to the computer, the student will be required to return the computer. A student can either pay \$15.00 to restore the computer or certain restrictions may be placed on the student's use or access of district technology. In any event, the district has the right to place certain restrictions on the student's use or access of district technology.
- Sound will be muted at all times unless teachers grant permission. Students may use personal headphones with teacher's permission.

Care of the Computer

Students are responsible for the general care of the Computer. Computers that are broken or fail to work properly must be taken to the Technology Department within 5 school days with an computer repair form.

Please follow these precautions:

- Do not place food and/or liquids near the computer.
- Do not stack heavy objects on top of the computer.
- Never attempt to repair or reconfigure the computer.
- Do not write, draw, stick or adhere anything to the computer.
- Do not decorate the computer using markers, personalized stickers, etc.
- Keep the computer and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data. Examples include radios, TV's, cell phones and microwaves.

- Do not expose the computer to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the computer in any vehicle.
- Do not obstruct the computer's vents, and do not place the computer on carpet while it is turned on.
- When walking from class to class, the computer must be properly closed and stored in the case.
- The power cord must not be plugged in to the computer while in a backpack. This will cause damage to the computer.

Screen Care

The Computer screen is particularly sensitive to excessive pressure. Extreme care must be taken to protect the screen from accidental damage.

- Do not place anything on top of the computer or lean on it when it is closed.
- Do not place anything in the case that may press against the cover of the computer.
- Do not poke the screen with anything.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, paper clips, stapled papers, etc.).

Repair Down-time

Big Sandy ISD is committed to student use of technology to aid academic success. When a student's Computer is being repaired, there are several options available for continued use of technology.

Network Student Folders (H drives) All students have a network folder in which to store digital files. Students can save important work in this folder, and access their work from any computer on the network. Student may also use google drive account which is provided by Big Sandy ISD.

Loaner/Computer Replacement

If a student's Computer is damaged, it will be repaired or replaced as quickly as possible. If available, a loaner/replacement computer may be issued. The policies outlined in this handbook also apply to loaner/ replacement computers. A loaner/ replacement computer may not be provided if the damage is determined to be intentional or the result of gross neglect.

Network Etiquette

- Be polite.
- Use appropriate language
- Do not reveal personal data (home address, phone number, phone numbers of other people)
- Remember that the other users of the District's computer online services and other networks are human beings whose culture, language and humor have different points of reference from your own.
- Users should be polite when forwarding email. The intent of forwarding email should be on a need-to know basis.

Email

- Email should be used for educational or administrative purpose. Personal email is subject to BSISD Acceptable Use Policy.
- Email transmissions, stored, data, or any other use of the District's computer online services by students, employees or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All email and its contents are property of the district.

Computer Service Request Form

Big Sandy ISD

Technology Director's Office –High School Room 126
Susan Crawford, Technology Director
scrawford@bigsandyisd.net

P O Box 188
Dallardsville, TX 77332
936-563-1000
936-563-1012 Technology

Please fill out this form as completely as possible.
Do not leave any areas blank.

Date reported: _____

Date problem occurred: _____

Name: _____ Grade: _____

Homeroom Teacher: _____

Big Sandy Inventory Number: _____

Serial Number: _____

Type of Device: _____
(brand laptop, Chromebook, Elite Pad, HP Stream, etc)

Please describe the problem in as much detail as possible. Include the following:

Was there a warning message? If so write the exact message you saw:

Please tell exactly what is wrong (in detail):

Request for Software install:

*****Keep power cord in student possession while device is being repaired.**

Acknowledgement Form- Big Sandy ISD Technology Handbook

_____/_____
student initials/parent initials

My child and I have received a copy of the Big Sandy ISD Technology Handbook.

Printed Name of student: _____

Student Signature: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____: