

2018-2019

Student Technology Initiative Manual



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I. Vision

The vision of the La Porte ISD Student Technology Initiative (STI) is to provide students and teachers with the technological tools and skills necessary for lifelong learning.

II. Mission

The mission of the La Porte ISD Student Technology Initiative (STI) is to bridge the digital divide by putting technology into the hands of every student, enhance instruction by the systematic integration of technology into the classroom, and empower students to take responsibility for their learning in a 21st Century learning environment.

III. Goals

- Instill within our community a culture of life-long learning.
- Engage all students in authentic real-world activities and projects.
- Extend learning beyond the classroom and the school day.

IV. Terms of Notebook Loan

Issuing of Notebooks

All students enrolled in the 6th grade through 12th grade who elect to participate will be issued a notebook. The notebooks and all contents on the notebook are and shall remain La Porte ISD property. The student shall not have or obtain a property interest in the notebook, the use of the notebook, or any data, information, document, or communication created or stored on the notebook. Because the notebooks are the property of La Porte ISD, the student shall have no expectation of privacy in any data, information, electronic mail, documents, or any other material on the notebook. The notebook will be assigned to individual students, serial numbers will be recorded, and notebooks will remain in the possession of the student for the remainder of the school year in which it was issued, or until the student withdraws from school, whichever is earlier. At the end of each school year notebooks will be returned for summer maintenance. The issuing and reissuing of the notebooks each year is subject to the student satisfying the conditions set forth herein.

Students are responsible for **bringing the notebooks to school, taking them home each day, charging them for use the next day**, and taking care of the notebooks so that the notebook does not become damaged. The notebooks are not to be left unsupervised at school or at home in unsecured locations.

Failure to bring the notebook to school each day charged and ready to use may result in the loss of home use.

Parent/Student Orientation

Parents will be notified by letter, phone call, and/or school and district websites of the locations and times of the required Parent/Student Orientation. Parents are encouraged to partner with La Porte ISD

to make the program successful and learn the purposes and advantages of mobile technology; how to best support their child in safe and focused application; and how to care for and protect the equipment.

Parents will be given information on methods of obtaining safe access to the Internet both at home and in the community.

Conditions for Issuing Notebook

La Porte ISD students in grades 6th through 12th may be issued a notebook in the 2015-2016 school year upon compliance with all of the following:

- 1) Required participation by parent and student at an annual Student Technology Initiative Parent/Student Orientation.
- 2) Signed Acceptable Users Guidelines (AUG) by the student and parent.
- 3) Signed Student /Parent Technology Initiative Use Agreement by the student and parent.
- 4) Student is on the clear list for fines and equipment.

IV. Hardware and Software Issued

Hardware:

- 1) Notebook Computer
- 2) AC Adapter and power cord (Charger)
- 3) Always on Carrying Case

Notebooks run on Microsoft Windows and are Internet capable. They also have web-filtering and anti-virus services. Additionally, notebooks may have a tracking/monitoring system that is activated when the notebook is logged onto the Internet.

Students will not be allowed to install software.

V. Notebook Care Guidelines

General Care of the Notebook

- 1) For prolonged periods of inactivity, notebooks should be shut down completely before closing the lid. This will help to conserve the battery.
- 2) Please be aware that overloading the student backpack or district issued case can damage the notebook. Take precaution when placing the backpack or case on a flat surface. When using the notebook, keep it on a flat, solid surface so that air can circulate. For example, using a notebook while it is directly on a bed, carpet, or lap can cause damage to the notebook or property and/or physical injury due to overheating. **WHEN IN USE DO NOT PLACE THE NOTEBOOK DIRECTLY ON THE LAP OR EXPOSED SKIN.**
- 3) Liquids, food and other debris can damage the notebook. Avoid eating or drinking while using the notebook. **DO NOT** put food or food wrappers in the notebook bag.
- 4) Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the notebook by the screen or placing your finger directly on the screen with any force.

- 5) Allow the notebook battery to completely drain monthly. Dimming the LCD brightness of the screen will extend the battery run time.
- 6) Never attempt to repair or reconfigure the notebook. Never attempt to open or tamper with the internal components of the notebook. These actions may void the warranty and may subject the student to loss of the privilege of using the notebook.
- 7) Take care when inserting cords, cables and other removable devices to avoid damage to the notebook ports.
- 8) Do not expose the notebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the notebook.
- 9) A label has been applied to each notebook and case for ID purposes. Do not place additional stickers/items on either of them. Remember the notebooks and cases are the property of La Porte ISD.
- 10) Keep the notebook away from magnets and magnetic fields, which can erase or corrupt data. This includes but is not limited to large speakers, amplifiers, microwaves, transformers, vacuum cleaners, and older television sets.

Cleaning Your Notebook

- 1) Always disconnect the notebook from the power outlet before cleaning.
- 2) Never use liquids on the notebook screen or keyboard.
- 3) Clean the screen with soft, lightly dampened, lint free cloth, or use LCD screen approved anti-static screen cleaners or wipes.
- 4) Wash hands frequently when using the notebook to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.
- 5) Clean the touch pad with lightly dampened cloth.

Screen Care

- 1) Take extreme caution with the screen.
- 2) Do not pick up the notebook by the screen.
- 3) Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
- 4) Do not lean on the top of the notebook.
- 5) Avoid placing excessive pressure or weight on the notebook screen.
- 6) Do not place anything on the notebook that could put pressure on the screen or notebook.
- 7) Clean the screen with a soft, dry cloth or anti-static cloth.
- 8) Never clean the screen with glass cleaner.
- 9) Take care when closing the screen, a pencil or pen on the keyboard can damage the screen if pressure is applied when closing.

Carrying the Notebook

- 1) All notebook and components are to be carried in the school-provided notebook carrying cases at all times.
- 2) Notebooks should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent hard drive damage.

- 3) Always close the lid before moving or carrying the notebook.
- 4) Do not leave the notebook in visible sight or for extended periods in a vehicle.
- 5) Carefully unplug all cords, accessories, and peripherals before moving the notebook or placing it into the case.
- 6) Do not overload the notebook carrying case since this is likely to cause damage to the notebook. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the notebook carrying case.
- 7) Never sit on the notebook.

Security

Students are responsible for the security of their device at all times. The notebook must be with the student at all times or in a secure location.

- 1) Do not leave notebooks in unsupervised areas. Unsupervised areas include but are not limited to, the cafeteria, outdoor tables/benches, computer labs, buses, locker rooms, media center, classrooms, gyms, dressing rooms, restrooms, hallways.
- 2) Do not use the notebook in areas where damage or theft is likely.
- 3) Students must take their notebooks home every day after school.
- 4) During after-school activities, students are still expected to maintain the security of the notebook. Students participating in sports events will secure the notebooks by locking them inside their student-assigned lockers. Unsupervised notebooks will be confiscated by staff.

Loaning Equipment to Others

Notebooks are solely for the use of the student assigned. Students may not lend notebooks or notebook components to any other person for any reason. Parents/legal guardians may use the notebooks to assist their child with homework and school assignments.

Power Management

- 1) It is the student's responsibility to recharge the notebook battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging.
- 2) Uncharged batteries or failure to bring the notebook to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.
- 3) All students are required to carry their chargers (AC adapters) to school to recharge the battery if necessary.
- 4) Be careful not to cause a tripping hazard when plugging in the notebook.
- 5) For prolonged periods of inactivity, shut down the notebook to conserve the battery.
- 6) Protect the notebook by using a surge protector whenever possible.

VI. Software and File Management

General Information

- 1) Notebooks come with a standardized pre-loaded image. This image may not be altered or changed in any way. Do not remove or add any software or change computer settings.

- 2) All software must be approved and installed by La Porte ISD.
- 3) Do not change the computer name.
- 4) Do not change or remove operating system extensions.
- 5) Software, hardware, or additional plug-ins are not to be loaded on the notebooks.
- 6) Notebooks may not be taken out of the country.
- 7) La Porte ISD is not responsible for the loss of any data deleted due to re-imaging notebooks.

Music, Games, or Programs

The Acceptable Use Guidelines state that students are expected to comply with ethical-use guidelines and abide by federal copyright laws. Music, videos and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not be brought to school unless the student has permission from the teacher for an educational project.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the notebook.

Network Student Storage/Saving Files

Students will have access to both local and network storage space through a unique student login. Students are expected to save important items in this space in an organized folder system that is properly managed to save network or assigned storage space. When not on the school network, students will be able to save information to their assigned storage space.

Screensavers/Wallpapers

The notebook will be equipped with a standard screensaver and wallpaper, which are not to be modified.

Passwords

Students will login only under their assigned usernames and passwords. Students will not share their passwords with any other person.

Sound

Notebook sound will be muted at all times while at school unless permission is granted from the teacher for instructional purposes. Headphones may be used in class with express permission from the teacher.

Printing

Help conserve our instructional resources by using print preview or digital transmission of work. Students must get permission from the teacher before printing.

VII. Email and Internet Use

Email and other Digital Communications Accounts

Students are provided an email account by La Porte ISD. Email correspondence will be used for La Porte ISD educational purposes only and not for personal or social use. Electronic communication coming from or going to the school-issued email account can and may be monitored to make sure the terms of the AUG are being followed.

Digital communications etiquette is expected by all students using all school-provided communications accounts, sites, or applications including but not limited to, wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.

Internet Use

As required by the Children's Internet Protection Act (CIPA), an internet filter is maintained by La Porte ISD for school and home use on the notebook. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. La Porte ISD cannot guarantee that access to all inappropriate sites will be blocked. *No filter is as reliable as adult supervision!* Log files are maintained on each notebook with a detailed history of all sites accessed. La Porte ISD has the authority to review the history and use of the notebook at any time. It is the responsibility of the user to appropriately use the notebook, network, and the Internet. La Porte ISD is not and shall not be responsible for any harm suffered while on the network or the Internet.

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

- 1) As a part of the AUG and the La Porte ISD curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying.
- 2) Immediately report any unauthorized activity on the network or Internet.
- 3) Notify a teacher immediately if you accidentally access an inappropriate site.
- 4) Never read someone else's email or open their files or folders.
- 5) Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- 6) Never arrange to meet an Internet contact in person.
- 7) Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
- 8) Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in you are responsible. Keep your password a secret!
- 9) Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself or others.

- 10) Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-campus Internet Use

La Porte ISD will not serve as a home Internet service provider. However, the district will provide Internet filtering for the notebooks while connecting to the Internet away from school. It is the responsibility of the parent or guardian to monitor student notebook use, especially Internet access, in the home.

La Porte ISD is not responsible for providing internet access outside of school. The ability to access the internet from home varies from situation to situation. No guarantee is implied.

VIII. Monitoring Notebook Usage

Monitoring and Supervision

Students should never be left unsupervised while using notebooks or other computers. While at school, this is the responsibility of school-district personnel. While at home, this is the responsibility of the parent or guardian. Students will provide access to the notebook and any accessories assigned to them upon request by the school or district. A search of the notebook and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

Privacy

There is no expectation of privacy regarding the contents of the notebook, the computer files, the data, information, or communications contained on or used with any La Porte ISD-owned computer or network. La Porte ISD reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via La Porte ISD's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of La Porte ISD-owned notebooks, computers, or other equipment.

La Porte ISD may monitor the notebook or any other La Porte ISD equipment at any time and may conduct an individual search of the notebook, files, music, videos, emails or other related items. La Porte ISD will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through La Porte ISD-owned computer systems. Officials in investigations of suspected illegal activities may be conducted through La Porte ISD-owned computer systems.

Copyright Compliance

All students are expected to comply with federal copyright laws. The following guidelines will help students be in compliance:

- 1) "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.
- 2) Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.

- 3) Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information.
- 4) Even an innocent, unintentional infringement violates the law.

Social Networking

Social Networking activities may be used only when assigned by and supervised by a teacher for La Porte ISD academic purposes. Students shall not use the La Porte ISD notebook or internet service for posting personal information online; will understand that postings are permanent; and will exercise mature and responsible conduct at all times while online, both on and off campus.

Notebook Inspections

Students may be randomly selected to provide the notebook for inspection. Students with damaged notebooks who fail to report the damage will be subject to disciplinary action as well as loss of the use of the notebook.

IX. Student Responsibilities

Students are responsible at all times for the notebooks, whether at school or off campus. The student assigned the notebook is responsible for all use of the notebook. Unsupervised notebooks will be confiscated by staff and taken to the principal's office. In addition to the possible loss of use of the notebook, La Porte ISD may take disciplinary action for repeat offenders.

Students are required to bring the notebook to school each day with a fully-charged battery. Students must bring the notebook to all classes, unless specifically instructed not to do so by their teacher. A notebook left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. A lost document is not an excuse for late or missing work. Students leaving notebooks at home will be required to complete assignments using alternate means determined by the teacher. Students will not be given the use of a loaner notebook if he or she leaves the notebook at home. In addition to the possible loss of use of the notebook, La Porte ISD may take disciplinary action for students who repeatedly leave a notebook at home.

Users are responsible for their actions and activities involving school-owned computers, networks and internet services, and for their files, passwords, and accounts on La Porte ISD-owned equipment. Students must ask for assistance if they do not know how to operate technology that is required in a class. Students are responsible for their ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to a teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

The right to use a notebook at home is a privilege. If students do not comply with La Porte ISD's Acceptable Use Agreement, all Board policies, and the guidelines in this Student Technology Initiative Manual, the privilege to use the notebook at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of notebook use, disciplinary action, and/or fines for any needed repairs or maintenance. The school principal will have final authority to decide

appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

X. Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

- 1) Using the network for illegal activities, including copyright violations;
- 2) Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes;
- 3) Downloading inappropriate materials, viruses, or software;
- 4) Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass notebook or network security;
- 5) Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
- 6) Using the notebook or network for financial gain, advertising, or political influence;
- 7) Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
- 8) Attempting to repair, remove or install computer hardware or software;
- 9) Opening the computer to access internal parts;
- 10) Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
- 11) Subscribing to mailing lists, mass emails, games, or other services that cause network congestion;
- 12) Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;
- 13) Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;
- 14) Invading the privacy of others;
- 15) Using another person's username or password, or allowing another to access your account using your username or password;
- 16) Pretending to be someone else when sending or receiving messages;
- 17) Using email other than the La Porte ISD-issued email account, on La Porte ISD-owned equipment;
- 18) Forwarding or distributing inappropriate email messages;
- 19) Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;
- 20) Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;
- 21) Using unauthorized technology to gain advantage or assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;
- 22) Assisting, observing, or joining any unauthorized activity using the notebook, network, or Internet;
- 23) Posting anonymous messages or illegal information;

- 24) Accessing or attempting to access Internet sites not approved by La Porte ISD or the teacher, including, without limitation, non-educational chat rooms, instant messaging, or social networking sites such as MySpace, Facebook, YouTube and other sites that could expose students to harm or distract from engagement in academic and school-related pursuits;
- 25) Attempting to disable or circumvent La Porte ISD's Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted;
- 26) Falsifying permission or identification information;
- 27) Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;
- 28) Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed);
- 29) Writing, drawing, painting, defacing, or placing stickers or labels on La Porte ISD-owned notebooks or notebook accessories, or causing other intentional damage;
- 30) Attempting to alter data or the configuration of a computer or the files of another user will be considered an act of vandalism and subject to disciplinary action;
- 31) Accessing or attempting to access the wired or wireless network with any device that is not property of La Porte ISD. Note: Students are not to bring their personal notebook computers to school. Only La Porte ISD computers may be used on campus or school property;
- 32) Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols subject the student to disciplinary action;
- 33) Cyber-bullying in any form is unacceptable. Students shall not engage in any cyber-bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of a computer. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case by case basis as deemed appropriate by the school principal and in accordance with applicable law. In addition, if a criminal act has been committed, it will be reported to local law enforcement.
- 34) Students will comply at all times with La Porte ISD Board policies, the Acceptable Use Guidelines, and this Notebook Handbook.

Consequences

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the notebook, or other devices or services. The student will also be subject to disciplinary action as set out in the La Porte ISD Student Code of Conduct. The school principal will have authority to decide appropriate consequences regarding non-compliance. La Porte ISD cooperates fully with local, state, and federal law enforcement for computer crimes. *NOTE: The principal has the discretion to confiscate the notebook and/or remove the student from the STI program at any time.

XI. Technical Support and Repairs

In the event the notebook needs repair, report it immediately to the library. All repairs will be performed or managed by La Porte ISD personnel. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any La Porte ISD-owned computer equipment.

Services provided include the following:

- 1) Hardware or software maintenance and repairs
- 2) User account support
- 3) Operating system and software support
- 4) Hardware support
- 5) Updates and software installations
- 6) Warranty repairs
- 7) Managing notebook tracking service
- 8) Basic troubleshooting

Every effort will be made to repair or replace the notebook in a timely fashion. **La Porte ISD is not responsible for delays in repairs or the failure of the notebook to work as expected. La Porte ISD will not provide support for hardware or software issues at the student's home or after school hours.**

If a student has a technical problem at school, the issue should be reported immediately to the teacher who will then instruct the student when they should take the system to the library.

Each campus will establish a procedure to allow students to bring systems with issues to the library. At the library the student will fill out a tech slip which will be kept with the notebook. The Library staff will check notebooks in and check a loaner notebook to the student if one is available. The Library staff will not perform any repairs. The Library staff will then follow the procedure established for notebook and equipment maintenance. Repaired notebooks will be returned to the Library where Library staff will check in any loaner issued if any and reissue the repaired system to the student as per established building procedures.

If a student has a technical problem at home, he or she should document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred. Once the student returns to school the student should follow the building procedure for reporting notebook maintenance issues.

XII. Warranties, Damages, and Theft

Hardware Warranty and Accidental Damage Coverage

La Porte ISD purchased a warranty with each notebook that covers repair/replacement of the notebook chassis, LCD screen, hard drive, and mother board caused by normal use, factory defect

and accidental damage. Repeated incidents of repair/replacement of a notebook issued to an individual will result in disciplinary measures imposed on the student and possible denial of the use of the notebook by the student. Students shall report all notebook issues to a teacher or the school Help Desk. All technical incidents should be entered into the help ticket system. All behavior incidents will be recorded by school officials.

Damage not covered by warranty

Peripherals such as chargers (AC adapters), batteries, and carrying cases are not covered under the accidental damage warranty. Replacement or repair fees will be charged for damaged chargers, batteries, and carrying cases.

Fee List:

Damaged Item	Cost Estimate (Actual price will be determined at time of incident.)
SYSTEM BOARD W/O WWAN	\$395.85
320GB HDD	\$191.10
DISPLAY 14.0	\$341.25
LCD - DISPLAY ENCLOSER	\$110.25
TOP COVER W/O FP	\$110.25
BASE ENCLOSER 14.0	\$78.75
LCD - FRONT BEZEL W/CAM	\$115.50
DVD	\$89.25
WI/FI	\$70.35
4GB MEMORY	\$315.00
BOTTOM DOOR	\$42.00
KEYBOARD	\$42.00
65 WATT AC ADAPTER W/O POWER CORD	\$68.25
BATTERY	\$110.25
AUDIO BOARD	\$31.50
HINGE	\$73.50
HINGE COVER	\$73.50
Re-Image Unit	\$15.00

Insurance

La Porte ISD has insurance coverage on school property that covers loss or theft of the notebooks. However, if, in the determination of state insurance officials, a student or parent is guilty of negligence regarding the loss or theft of the notebook, the insurance coverage will not apply.

Parent Liability

The parent, guardian, or adult student will be responsible for compensating La Porte ISD for any losses, costs, or damages which are not covered by the accidental damage warranty or the property insurance coverage, possibly including the notebook's full replacement cost. Students with

damaged notebooks who fail to report the damage may be subject to additional fines and disciplinary action. La Porte ISD may pursue any remedies available for the failure to pay for the losses, costs, or damages incurred by La Porte ISD and fines imposed as set forth herein. Such failure also may result in La Porte ISD not reissuing a notebook to the student whose damages or fines were not paid.

Theft

At the time the notebook is issued, each student will be issued an **Emergency Notebook Card** with instructions on whom to call to report a theft and with the serial number of the notebook. This card should be kept in a secure location (not in the notebook bag).

Incidents of theft occurring off campus must be reported to the police by the parent or student, and a copy of the police report must be brought to the school within 48 hours to be given to the school principal.

Any theft occurring on school grounds must be immediately reported to the designated school official.

Be prepared to provide the following information when reporting a theft:

- 1) Notebook Serial Number, Manufacturer and Model
- 2) Date and address of theft
- 3) Complete details of theft
- 4) Police File Number, Officer's Name and Police Agency Information

NOTE: It is important to complete all these steps immediately after the theft. Filing a false police report is punishable by law.

La Porte ISD will work with the police department to report all model, asset, and serial numbers of stolen or lost notebooks to local pawn shops and area law enforcement agencies.

XIII. Parent Expectations

- 1) Remember that while La Porte ISD will provide Internet content filtering, ***there is no substitute for parental supervision when using a computer.***
- 2) Monitor student use of the notebook and Internet at home.
- 3) Ensure your child understands and adheres to notebook and Internet policies and guidelines set forth in the La Porte ISD Student Technology Initiative Manual.
- 4) Sign a copy of the Notebook Agreement that you will find at the end of this manual. Reimburse La Porte ISD for any costs incurred or fines assessed due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the notebook.
- 5) Review La Porte ISD Responsible Use of Technology and AUG and this Student Technology Initiative Manual with your child.
- 6) Assist your child who is assigned the notebook with homework and school assignments. The purpose of the Student Technology Initiative is to help students learn. Student use of the

technology device for learning is the most important priority of the Student Technology Initiative.

- 7) Ensure the return of the notebook and all accessories at the end of the current school year or before the student withdraws from school.

XIV. Appendix

Terms of Agreement

La Porte ISD will hold the legal title to the notebook and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all La Porte ISD Board Policies and Procedures, including Acceptable Use Guidelines and other guidelines outlined in this Student Technology Initiative Manual. La Porte ISD does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an “as is” basis without warranties of any kind. In the rare case that the network is down, neither La Porte ISD nor any of its agents or employees will be responsible for lost or missing data.

The right to use and possess the notebook and all peripherals terminates no later than the last day of the school year unless earlier terminated by La Porte ISD or upon removal from the school through withdrawal, suspension, expulsion, or transfer. Failure to return the notebook on or before this date to the school principal or designee will result in criminal charges being brought against the student, parent, and/or the person who has the notebook. The notebook remains the property of La Porte ISD and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s). Failure to return the notebook and peripherals for annual repair and maintenance will result in a certified letter sent to the parent or adult student* indicating items not returned. The parent or adult student* will have five (5) days to return the items or pay replacement costs, or this failure to comply will be referred to local law enforcement. The parent or adult student* can be charged with theft. La Porte ISD reserves the right at any time to require the return of the notebook. Students may be subject to loss of privileges, disciplinary action and/or legal action in the event of damage to or loss of the notebook or violation of Board policies and guidelines as outlined in this Notebook Handbook.

Modification to Program La Porte ISD reserves the right to revoke or modify this Student Technology Initiatives Manual, and/or its policies and procedures at any time.

*Students who are 18 years or older or who are legally deemed emancipated minors are considered adult students. All legal, ethical, and financial obligations are the responsibility of an adult student.

District Liability La Porte ISD assumes no liability for any use of the notebook and any material accessed on the technology device.

Parent Agreement

By signing the Student/ Parent Technology Initiative Use Agreement I acknowledge that I have received this Student Initiatives Technology Manual and a copy of the Acceptable Use Guidelines; that I agree to abide by and will ensure that my student follows and abides by all of the requirements, rules, and processes contained in these documents.