



Little Elm
Independent School District

Student Device Responsible Use Handbook

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INTRODUCTION

Little Elm ISD offers student devices for check-out with no upfront cost. Your student could be subject to a fee/cost if the student has an incident with their device according to the device damage schedules contained within this handbook. An incident is some form of physical breakage or loss, whose count will restart each school year for each student.

The procedures and information within this handbook apply to all student devices at LEISD schools during and outside of school hours. Teachers may set additional requirements for use of devices within their classrooms.

1.0 DEVICE ISSUANCE, RETURN & COLLECTION OF FEES FOR DAMAGE/LOSS

1.1 Device Issuance

- Prior to device issuance by the District, parents/guardians and students must acknowledge and consent to the Student Device Responsible Use Handbook. This agreement will be part of the registration process to allow for electronic signature. Parents/guardians are encouraged to review this agreement with their students during registration as parental consent also includes student consent.

1.2 Returning a Device

- If a student transfers, withdraws, is suspended or expelled, or terminates enrollment at a LEISD school for any reason, he/she must return the device with any and all accessories on the date of termination. If the device is not returned, it will be assumed the device has been stolen. Action will be taken by the District to reclaim the device and accessories by contacting local law enforcement.
- Device accessories (such as charging cords and bricks) that are furnished by the school must be returned with only normal wear and no device modifications to avoid paying a replacement fee.
- If the student withdraws from LEISD during the summer months, when campuses are closed, the device must be returned to the LEISD Administrative offices located at 300 Lobo Lane, Little Elm, Texas 75068.

1.3 Collection of Fees for Damage or Loss

- Payment for lost or damaged equipment can be made in the [MySchoolBucks](#) online payment system or at a child's campus per the schedules listed in section 3.3 of this handbook.

2.0 CARE, TRANSPORT & STORAGE OF THE STUDENT DEVICE

Student devices are school property and all users will follow the Student Device Responsible Use Handbook, the Responsible Use Policy, Student Handbook and the LEISD Code of Conduct for these technologies. Students are responsible for the general care of the devices they have been issued by the school. Devices that are broken or fail to work properly must be taken to school personnel for an evaluation of the equipment as soon as possible.

2.1 Device Identification

Student devices will be labeled in the manner specified by LEISD. Devices can be identified in the following ways:

- Serial number
- LEISD asset tag

2.2 General Procedures and Precautions

Students are responsible for maintaining their devices and keeping them in good working order.

- Cords must be inserted carefully into the device to prevent damage and stored in a way that does not stress the cords.
- Devices, including power cords, must remain free of any writing, drawing, stickers, graphics or labels that are not the issued property of LEISD.
- Devices must not be exposed to direct sunlight, excessive heat, or severe cold.
- Devices should not be placed near magnets; magnets are known to damage computerized equipment such as computers and tablets.

2.3 Storage of Devices

Students are responsible for securely storing devices in designated areas when not in use. If a device is found in an unsupervised area, it will be taken to the main office. **Leaving a device in an unsupervised area is considered an infraction of the Student Device Responsible Use Handbook.**

- Students are expected to take their devices home each day after school with the exception of Pre-K through 3rd Grade.
- Nothing should be placed on top of the device when stored.
- If a student needs a secure place to temporarily store the device, he/she may check it in for storage with designated school personnel.

2.4 Transport of Devices

Students are responsible for securing devices during transport.

- All students are required to use a backpack for safe transport of their device to and from school. LEISD strongly recommends a backpack with a padded area designed to protect a device.
- Laptops should never be carried by the screen. The laptop lid should be closed when not in use.

2.5 Screen Care

Device screens can be damaged if subjected to rough treatment. Laptop screens are particularly sensitive to damage from excessive pressure.

- When closing the laptop screen, pay special attention to papers, notecards, pencils, and other items that may get overlooked when closing the screen.
- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not bump the device against lockers, walls, car doors, floors, etc. as it could break the screen.
- Only use a clean, dry, soft cloth or anti-static cloth to clean the screen.
- No cleaners of any type should be used on the screen.

2.6 Personalization of Devices

The District encourages student creativity and personalization while in school to promote a higher sense of ownership in the student's educational process.

- **PERSONALIZATION OF LAPTOPS:** If a student purchases a skin or case that snaps onto the laptop, the student may personalize the case with graphics, stickers, and any other decorations that do not violate the LEISD Code of Conduct. Students may NOT place graphics, stickers or any other decorations on the laptop itself.
- **LOCKSCREEN AND WALLPAPER:** Inappropriate pictures may not be used as the Lockscreen and Wallpaper. Inappropriate pictures include, but are not limited to, the presence of weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang-related symbols or pictures. Use of any inappropriate pictures on the device will result in disciplinary actions per LEISD Code of Conduct.

3.0 DEVICE DAMAGE OR LOSS

If a student device is damaged, lost, or stolen, the following guidelines must be followed:

3.1 Damaged Devices

Student devices that malfunction or are damaged must be reported to school personnel immediately.

- LEISD does NOT cover intentional damage to devices. If it has been determined by the school that there was intentional damage or gross negligence to a device, the student/parent is fully responsible for full payment for repair or replacement.
- If the device is damaged due to misuse or neglect, the student may not be allowed to take a replacement device home.
- ACCIDENTAL REPAIRS will be handled as outlined in Section 1.0.
- The school will be responsible for sending devices that malfunction or are accidentally damaged to LEISD Technology Services. All repairs will be performed by LEISD or its authorized agent.
- Repairs due to device failures will be handled by the District and, if available, a replacement or loaner device will be provided to the student.

3.2 Missing, Stolen or Vandalized Devices

Devices that are missing or stolen on or off school property must be reported immediately to school personnel. Action will be taken by the District to track missing/stolen devices and appropriate consequences outlined in the Student Code of Conduct will be administered.

- Devices that are not brought to school for three consecutive days will be considered missing.
- LEISD utilizes Mobile Device Management software (MDM) to manage all devices in the District. When a device is deemed missing or stolen, LEISD may use the MDM to locate, disable and lock the device.
- If a device is reported as lost, LEISD personnel will attempt to find the device, if possible. In the event a device is not found, the student will be charged for a total loss. If the device is found after payment has already been made, a refund will be issued minus the cost of any damage.
- THEFT AND VANDALISM: In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the student and/or parent. A copy of the police/fire report must be provided to the campus ITA within 48 hours of knowledge of the incident.
- Students and parents/guardians will be held responsible for full payment for the replacement of any assigned LEISD student devices that are not returned to school.

3.3 Device Damage or Loss Fee Schedule

Devices that are damaged or lost will be processed according to the following fee schedules.

Accidental Device Damage	Other Potential Costs
1st Incident - No Charge 2nd Incident - \$50 3rd Incident & Beyond - \$100	Intentional Damage - Cost of repair or full replacement *
	Lost Device - \$320
	Lost/damaged Charger - \$35
	Stolen (Police Report required) - \$0 (first time), Replacement cost for any subsequent incidents

* Intentional Damage - Common Device Repairs and Costs	
TouchScreen Repair (K-1)	\$125
Non-TouchScreen Repair (2-12)	\$75
Keyboard (Topcase)	\$75
Logic Board (liquid spills)	\$320
Full Replacement	\$320

4.0 TAKING DEVICES HOME

Students must bring the device to all classes unless specifically instructed not to do so by their teachers.

4.1 Devices Left at Home

If a student leaves the device at home, he/she is responsible for completing course work as if the device were present.

4.2 Charging the Device's Battery

It is the responsibility of the student to bring his/her device to school each day fully charged.

4.3 Pre-K through 3rd Grade

Devices for students attending classes in Pre-K through 3rd Grade will typically remain in the classroom in a cart overnight; however, devices will be sent home as needed at the District's and teacher's discretion.

4.4 Home Internet Access

Students are allowed to access wireless internet networks on their devices in order to have Wi-Fi access outside of school. Keep in mind that LEISD does provide internet content filtering outside of the District's network as a courtesy, and that no system is foolproof. Due to the security safeguards LEISD has employed, LEISD does not guarantee that the device will connect to the internet in every home environment. Parents/guardians are responsible for the online activities and behavior of their children while away from school.

5.0 MANAGING FILES & SAVING WORK

5.1 Saving to the Student Device

Some storage space may be available on the student device, but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

5.2 Network Connectivity

LEISD makes no guarantee that the District network will be up and running 100% of the time. When the network is down, the District will not be responsible for inaccessible, lost, or missing data.

5.3 Media Stored on Devices

The student device has limited storage, and this storage is designated for educational use. Inappropriate content is NOT allowed on the device. Inappropriate content includes, but is not limited to, music, videos, podcasts, pictures, documents, presentations and apps that contain the presence of weapons, pornographic materials, inappropriate language or lyrics, tobacco, alcohol, drug, gang related symbols or pictures.

- The device has limited storage, and educational use has top priority.
- If non-educational or personal content is on the device and storage space is needed, students must delete the non-educational content to make room for required content.
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6.0 OPERATING SYSTEM & APPLICATIONS

6.1 District-Installed Apps

Apps installed by LEISD must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add apps for use in a particular course.

6.2 Additional Apps

All devices are initially deployed with a set of base apps. Students will follow the established procedures when instructed by their teachers to install required apps.

6.3 Operating System and App Updates

Updated versions of the operating system and apps are available from time to time. The District will provide and maintain updates for the operating system and/or apps. Some updates may require student intervention, such as rebooting the machine.

7.0 RESPONSIBLE USE & DIGITAL CITIZENSHIP

7.1 Statement of Responsibility

The use of student devices and the network is a privilege. The student is responsible for what he/she does on the network. It is important for the user to stop and think before communicating online and to show respect for others and their ideas. Students must assume that none of their data is private or confidential. Any communication or data may be subject to review by the District and/or school administration. Periodic checks may be made by designated staff to ensure that students have not removed required apps or added inappropriate content.

Wireless internet access (Wi-Fi) is available on every device. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.

7.2 Parent/Guardian Responsibilities

It is expected that parents/guardians talk with their children about digital citizenship. This includes discussing the dangers and consequences of cyberbullying, inappropriate use, and other misuses of the Internet. Parents/guardians must expect their student(s) to appropriately use technology both at school and at home. The Texas Education Agency provides several resources for the staff and students of LEISD in the areas of [cyberbullying](#), [communication](#) and [privacy](#).

7.3 School and District Responsibilities

- LEISD provides internet access to its students at school.
- LEISD provides internet filtering/blocking of inappropriate materials in compliance with the Children's Internet Protection Act (CIPA) while using LEISD devices.
- LEISD reserves the right to review, monitor and restrict information stored on or transmitted via District-owned equipment and to investigate inappropriate use of resources.
- LEISD schools will provide device instruction and guidance to students and encourage student adherence to the LEISD Student Device Responsible Use Handbook and the Responsibility Use Policy.
- Student devices may be selected at random for remote or physical device inspection by any District staff.

7.4 Student Responsibilities

- Students will use LEISD technologies in a responsible and ethical manner.
- Students will follow school rules concerning behavior and communication that apply to District network use.
- Students will adhere to this agreement, Student Handbook, Code of Conduct and the Responsible Use Policy.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions.
- Use of information obtained via the LEISD network is at the student's own risk. The District denies any responsibility for the accuracy or quality of information obtained through the LEISD network.
- Students will help LEISD protect the District network and devices by contacting school personnel about any security problems they may encounter.
- Students will not share their credentials with others.
- Students will not allow others to use their assigned device.
- Students will monitor all activity on their account(s).
- If a student should receive an electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to inform a teacher or other staff member (and if applicable print a copy and turn it into school personnel).
- Students will turn in the device to their school at the end of each school year unless specifically authorized by the District.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at a LEISD school for any reason must return the device on the date of termination. The District will report the device as stolen if not returned as described above.
- Students will mute the sound on their device during the instructional day unless otherwise permitted. Headphones or earbuds may be allowed or required for certain applications and settings, as permitted by the teacher

8.0 INFRACTIONS & CONSEQUENCES

Infractions and consequences are determined by campus administration. If a student does not meet behavior expectations and responsible use, consequences will occur. The administration reserves the right to deny students access to devices at their discretion both inside and outside of school.

8.1 Student Discipline

The violations and consequences outlined by this Student Device Responsible Use Handbook are aligned with the LEISD Code of Conduct levels of infractions. The discipline procedures in the Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property. This applies to all LEISD property, including school-assigned devices. Depending on the seriousness of the offense, students may lose device usage rights and/or network privileges, be suspended, or in extreme cases, be expelled.

9.0 STUDENT DEVICE RESPONSIBLE USE AGREEMENT

Any acts seen as not meeting this pledge are considered infractions resulting in consequences of limited or no device use.

- I will take safe care of my assigned device and bring it to school fully charged every day.
- I will be a good Digital Citizen and will promote others to be responsible stewards with the tools and information we've been given.
- I will never leave my device unattended.
- I will not loan out my device to other individuals.
- I will know where my device is at all times.
- I will keep food and beverages away from my device.
- I will not disassemble any part of my device or attempt any repairs.
- I will use my device in ways that are appropriate and that conform to LEISD expectations.
- I will not place non-approved decorations (such as stickers, markers, etc.) on the device.
- I will not deface the serial number or asset tag sticker on any device.
- I understand that my device is subject to inspection at any time without notice and remains the property of LEISD.
- I will follow the expectations outlined in the Student Device Responsible Use Handbook, Code of Conduct, Student Handbook and the Responsible Use Policy at all times.
- I will notify the teacher and school administrator as soon as possible in the event of damage, theft, or loss.
- I agree to return my assigned device and charging cord/brick to school in good working condition.

I understand and agree to the stipulations set forth in this Student Device Responsible Use Handbook.