

**Gainesville ISD  
DIGITAL 1:1  
Student Device  
Program Handbook**



**2020-2021**

## **Welcome**

The *Gainesville ISD DIGITAL 1:1 Program Handbook* has been designed to answer many common questions regarding the student-issued technology devices. Gainesville ISD students are issued personal-learning devices for their instructional, school-related communication, and assignment needs. We are glad to help all Gainesville ISD parents/guardians if there are questions or concerns regarding the use of the assigned student device.

## **Definition of Terms**

In this handbook, terms such as “you” and “your” refer to the enrolled Gainesville ISD student. Terms such as “we,” “us,” “District,” and “our” refer to Gainesville Independent School District. Terms such as “property,” “device,” “tablet(s)” and “computer(s)” refer to the student-issued learning device.

## **Devices Issued to Students**

Students in grades 5 through 12 will be issued the following items:

- Chromebook and Chromebook power supply
- Device Case

## **Prohibited Device Loaning and Borrowing**

- Do NOT loan the device to other students.
- Do NOT borrow a device from another student.
- Do NOT share passwords or usernames to any program for any reason.

## **Expectations**

Students are expected to come to school each day with a fully charged device battery. A limited number of electrical outlets will be within reach and/or available during the school day to charge a low battery.

Students are expected to properly use, care for and store their devices. This includes, but is not limited to:

- Using the device on a hard, flat surface. Leaving a device on a soft surface (blankets, pillows, furniture) can lead to overheating and damage.
- Caring for and preventing damage to the power cord.

- Refraining from applying any stickers, paint, glitter, or other decorations. The laptop is the property of the district, and should not be altered.
- Refrain from removing or covering the Gainesville ISD asset tags on the bottom of the device or power cord.

## Damage/Loss/Non-return Fees

We understand that damage can and does occur. The following fee schedule for damage, loss, or non-return of a Chromebook &/or charger provided for the 20-21 school year:

- **1st Incident: \$0** if usage fee paid in full (unless malicious/purposeful intent or gross negligence is evident)
- **2nd Incident: \$30** if usage fee paid in full (unless malicious/purposeful intent or gross negligence is evident)
- **All other incidents: Full cost of repair** or replacement cost of device (**\$225**)

## Chargers

In the event of a lost or damaged charger, an incident (see above) may be used or a fee of **\$30** for the cost of the replacement charger may be assessed.

## Device Security

The Campus/District will enact the following security measures:

1. Each device will be inventoried with a Gainesville ISD identification tag. Tampering with or removing any identification tags may result in disciplinary action.
2. Students will be taught device security, safety, and expectations for use.
3. The District will work with the Gainesville ISD School Resource Officers and the Gainesville Police Department to alert area pawn shops and police departments of this District-owned equipment.
4. A Gainesville ISD Google Apps for Education account will be necessary to log on to the device, this limits its use should the device be stolen or sold.

## Reporting a Stolen or Vandalized Device

1. In case of theft, vandalism, or other criminal acts against the device, the student or the student's guardian **MUST** file a report with the Gainesville Police Department within 48 hours (two days) of the event. In addition, a copy of the police report must be submitted to campus administration.

2. Some homeowner insurance policies may cover devices lost in a home fire. The police/fire report number must be presented to campus administration within seven (7) days of the fire.

## **Reporting a Lost Device**

Report any lost device to campus administration as quickly as possible. The cost of the lost device will need to be covered in full before a new device is issued.

## **Device Insurance**

As a part of the Device Usage fee, the campus/District provides insurance against loss, theft of, or damage to the devices.

## **Replacement Parts**

Replacement parts and repairs are purchased and installed by the district technology department. Student or parent/guardian parts purchases and/or repairs are not permitted. We ask families not to repair damaged devices as the repair could void any device warranty.

## **Terms of Device Loan**

Students will comply at all times with the *Gainesville ISD DIGITAL 1:1 Program Handbook* and the *Gainesville ISD Acceptable Use Policy*, included in this packet. Any failure to comply may immediately terminate a student's ability to possess and use the device. In addition, the District may confiscate the device and restrict the student's network access. The device belongs to, and shall always belong to, Gainesville ISD. The device will be returned at the end of the school year or upon withdrawal from Gainesville ISD.

Students and families should understand that at any time the device may be reclaimed by campus and/or District administration for regular, random, or targeted inspections and investigations. Parents and students should submit to such action without hesitation.

## **Student Device Training**

All students will receive general and specific training on the proper use of the device. Should any student believe he/she would benefit from additional training, the District technology staff will gladly provide assistance. Parents/guardians should maintain continual communication with their student regarding his/her digital-skills development

and comfort level with the device.

## Device Case

Gainesville ISD will provide a carrying case for an issued device. Students are responsible for proper use of the case and will be required to return it when the device and charger are checked in at the end of the school year.

## Appropriation

Failure to return the device or using it for non-school purposes without the District's consent may be considered unlawful appropriation of District property.

## Problems with the Device

Gainesville ISD is committed to students having the ability to continue their work when a device is experiencing problems. Students are required to report any device issues to their teacher. Teachers will follow-up with appropriate campus/District staff to resolve the problem.

1. **Classroom/Library Computers:** The District has limited numbers of desktop computers in some classrooms and in the campus library. Students can use these computers if they do not have their device. Student accounts will remain active at all times unless there are disciplinary consequences in effect.
2. **Device Exchange:** If a student's device becomes inoperable through no fault of the student, Gainesville ISD may provide a "loaner" device, which may be available for use during the school day only. However, students may be without a "take-home" device while repairs to the inoperable device are made.

Students may submit an online technical issue report from the DIGITAL 1:1 website. .

## Inappropriate Content

There are many Internet sites that can be alarming or potentially dangerous to minors. These sites are blocked while students are logged on to the District network. Students are in violation of District policy if they attempt to access these sites or attempt to bypass the filter. Parents/guardians should closely monitor student home Internet access even though the devices will be filtered when they are not on the District network.

1. Any inappropriate content, as defined by the Gainesville ISD *Code of Conduct*, will not be allowed on District devices.

2. Items such as, but not limited to, the presence of weapons, pornographic content, inappropriate language, alcohol, drug, gang-related symbols or pictures can result in disciplinary actions.

## Internet Filters

The Gainesville ISD student devices have an Internet filter that travels with the device. This filter blocks inappropriate sites, as well as some common non-educational sites. The Internet filter should not block appropriate, educational sites. If an appropriate, educational site is blocked, please report that to the classroom teacher, and that site will be reviewed. Students attempting to go around, proxy through, or tamper with the Internet filter will be in violation of the stated acceptable use guidelines and will face disciplinary consequences that may include a temporary or permanent loss of device privileges.

## Home Internet Use

Students are encouraged to use the device and the Internet at home as a part of instructional programs in Gainesville ISD.

Within Gainesville, there are several public access points where District devices can easily and legally connect to a cost-free Internet connection. The Gainesville Public Library System and several businesses have wireless networks available for public use.

In addition, there are affordable internet service solutions for qualifying students in this area from the following providers:

- **AT&T** (<https://www.att.com/internet/access/>) - \$10/mo. or less (+installation fees) | 25Mbps
- **Altice** (<https://apply.alticeadvantageinternet.com/>) - \$14.99/mo. (+installation fees) | 30Mbps
- **Nortex Communications** (nortex.com) - LightSpeed Fiber - \$25/mo. | 50Mbps

## Return of Device

Devices will be returned to the home campus the last of school for updates and maintenance. Students will receive the same device when they return in the fall. Students leaving the district or graduating must return their device and pay all outstanding fees.

# Gainesville ISD Acceptable Use Policies

## A. Possession and Use of Personal Electronic Devices, Including Cell Phones: Bring Your Own Technology (BYOT) Policy

### Device Types:

For the purpose of this program, the word “devices” will include: laptops, cell phones, smart phones, iPads, iPod Touch, and tablets. Please note that Nintendo Switch and/or other gaming devices with internet access are not permissible.

### Guidelines:

- Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board policies, particularly Internet Acceptable Use Guidelines.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while riding school buses and on school campuses, unless otherwise allowed by a teacher.
- Devices may not be used to cheat on assignments or tests or for non-instructional purposes such as (such as making personal phone calls and text/instant messaging). Students may not use devices to record, transmit or post-photographic images or video of a person, or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.
- Devices may only be used to access files on computer or internet sites which are relevant to the classroom curriculum. **Games are not permitted**, unless otherwise allowed by a teacher.

### Cell Phone Use Guidelines:

All students may use these devices on campus before school begins and after school ends.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, **unauthorized use is grounds for confiscation** of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary actions.

School staff may also confiscate cell phones when school routines and expectations are not followed. If a student does not follow teacher redirection to silence and store their phone:

- Students who possess a device do so at their own risk to possible loss, damage, or liability. Gainesville Independent School District will not be responsible for the recovery of lost or stolen electronic devices.
- The student will be given a second opportunity to correct the problem as the teacher again redirects and reminds the student of the expectation.
- If the behavior is not corrected, then the campus administration will be notified to come collect the phone.
- The phone will be locked away in the campus administrator’s office. • Parents will be called when a cell phone has been confiscated.
- The phone will be returned once a face-to-face restorative conversation has happened between the campus administrator, parent, and student.

We know how important a phone can be to our students, and we want to minimize the consequences of their actions as much as possible. **How can you help?**

- Talk with your student about digital citizenship and internet safety. Resources are available online at <https://www.gainesvilleisd.org/cms/lib/TX01000879/Centricity/Domain/62/cybersafety%20presentation.pdf>.
- Make sure they understand the new cell phone policy and expectations.
- Remain consistent in your support of our efforts to reduce classroom distractions.

**Students and Parents/Guardians acknowledge that**

- the schools' network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- students are prohibited from bringing a device on premises that infects the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information, and processing or accessing information on school property related to "hacking", altering, or bypassing network security policies.
- Gainesville ISD is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- printing from personal laptops will not be possible at school.
- personal devices must be charged prior to school and run on battery power while at school.

**Lost, Stolen, or Damaged Devices:**

Each user is responsible for his/her digital property, and should treat it and use it responsibly and appropriately. Gainesville ISD takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

**Usage Charges:**

Gainesville ISD cannot be held responsible for any possible device charges to your account that might be incurred during approved school-related use.

**Network Considerations:**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the "Guest" wireless network to access the internet. Gainesville does not guarantee connectivity or quality of connection with personal devices, but will provide troubleshooting documentation on how to connect with a variety of Operating Systems and devices.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action.

## **B. Student Guidelines for Acceptable Use of Technology & Online/Web Resources**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs/DVDs, digitized information, communication technologies, and Internet access. Additionally, access to



the Internet is provided to students through teachers for limited educational purposes, particularly specific class-related activities, as well as other educational and career or professional development activities, and other activities approved by teachers. In general, acceptable use requires efficient, ethical, and legal utilization of all technology resources.

## **Expectations**

1. Student use of computers, other technology hardware, software, and computer networks, including the internet, is only allowed when supervised or when granted permission by a staff member.
2. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the library of each campus as well as posted on the District Web site.
3. Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
4. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

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

\*These guidelines do not attempt to list all required or proscribed behavior by students. A student's use of technology resources is regulated by the teacher and is subject to the supervision and discretion of the school, teachers, and any further restrictions placed on students' use by their parents or guardians, if such restrictions are communicated in writing to the school.

1. Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
2. Using the network for financial or commercial gain advertising, or political lobbying.
3. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites, social networking sites (i.e. Facebook, Twitter, etc.), as well as chat and/or blog sites.
4. Vandalizing and/or tampering with equipment, storage devices, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
5. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
6. Intentionally wasting finite resources (i.e., on-line time, real-time music and/or video not for educational purpose).
7. Gaining unauthorized access anywhere on the network.
8. Revealing any identifying information of one's self or another person (i.e. telephone numbers, addresses, etc.).
9. Invading the privacy of other individuals.
10. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
11. Coaching, helping, observing, or joining any unauthorized activity on the network.

12. Students may not initiate communications into the system from other computers (for example, home computers) that are inconsistent with the intended purposes of the system or with any of these Acceptable Use Guidelines.
13. Forwarding/distributing e-mail messages without permission from the author.
14. Posting anonymous messages or unlawful information on the system.
15. Engaging in bullying, sexual harassment, or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
16. Falsifying permission, authorization, or identification documents.
17. Obtain copies of or modify files, data, or passwords belonging to other users on the network.
18. Engaging in plagiarism and/or copyright infringement. Students will properly attribute material they obtain through Internet Access and not infringe the copyrights of others.
19. Knowingly placing a computer virus on a computer or network.
20. Students may not encrypt communications or files, except as specifically authorized by a teacher.
21. Students may not alter the software or hardware configuration of the computer used for system access in any manner, or attempt to bypass security or filtering systems set in place by the school.
22. Students may not use personal storage devices such as flash/pen drives, or connect any device which requires a data connection to GISD technology resources, including, but not limited to personal cell phones.
23. Students may not use personal media with district technology resources (i.e. personal music, video, digital media stored on devices including, but not limited to media players, cell phones and/or flash/pin drives containing audio or video)
24. Students may not knowingly use a teacher-designated computer.

## **Internet Acceptable Use Guidelines**

### **a. General Guidelines**

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Gainesville Independent School District.
2. Students are responsible for their ethical and educational use of the computer online services at the Gainesville Independent School District.
3. All policies and restrictions of the GISD computer online services must be followed.
4. Access to the GISD computer online services is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines to be granted access to GISD computer online services.
5. The use of any computer online services at the Gainesville Independent School District must be in support of education and research and in support of the educational goals and objectives of the Gainesville Independent School District.
6. When placing, removing, or restricting access to specific databases or other GISD computer online services, school officials shall apply the same criteria of educational suitability used for other education resources.

7. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
8. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the GISD Student Code on Conduct.
9. Any parent wishing to restrict their children's access to any GISD computer on-line services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

#### **b. Network Etiquette**

1. Be polite.
2. Use appropriate language.
3. Do not reveal any personal data (i.e. home address, phone number, phone numbers of other people).
4. Remember that the other users of the GISD computer on-line services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

#### **c. E-Mail**

1. E-mail should be used for educational or administrative purposes only.
2. E-mail transmissions, stored data, transmitted data, or any other use of the GISD computer on-line 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.
3. All email and all contents are property of the Gainesville Independent School District.
4. All student e-mail is monitored and is filtered at all times in accordance with the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and FERPA (Family Educational Records Protection Act).

### **Consequences**

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Noncompliance with the guidelines published here in the Student Code of Conduct may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences of the Code of Conduct. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33 will result in criminal prosecution, as well as disciplinary actions by the District.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.

### **Disclaimer of Warranty and Limitation of Liability**

GISD makes no warranties of any kind, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any of the Internet services provided by GISD, including any information obtained through the Internet. This limitation of liability includes loss of data, service delays or interruptions, and is in addition to any other limitations of liability as may be provided by law. GISD specifically denies any responsibility for the accuracy or quality of information obtained through GISD Internet Access and E-mail services, or for access or receipt by Users of inappropriate content. Use of any information obtained through Internet Access and E-mail services is at the Participant and User's own risk.

### **Indemnification**

Students and their parents or guardians agree to indemnify and hold the School, Teachers, GISD, and their affiliates, officers, agents, or other partners, and employees, harmless from any claim or demand, including reasonable attorneys' fees, due to or arising out of use or misuse of Internet Access by the User, or arising from any User's violation of these Acceptable Use Guidelines.

**GAINESVILLE ISD ACCEPTABLE USE AGREEMENT**  
**\*\*RETURN THIS PAGE TO SCHOOL\*\***

**Student Section**

Student name (print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read the Student Acceptable Use Guidelines. I agree to follow the rules contained in this policy. If I violate the rules I will lose my access privilege to the GISD and may face other disciplinary action.

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

**Parent/Guardian Section**

I have read the Student Acceptable Use Guidelines. I understand that the Internet is a world-wide group of hundreds of thousands of computer networks. I agree that the Gainesville Independent School District does not control the content of these Internet networks. I understand if my child violates the Acceptable Use Guidelines, his or her access privilege to GISD technology resources will be revoked and he or she may be subject to disciplinary action. The Gainesville Independent School District has my permission to give access to GISD technology resources to my child. I understand that my child will maintain this privilege as long as the procedures described in the District Acceptable Use Guidelines are followed.

I also grant permission for examples of my child's schoolwork to be published on the World Wide Web as an extension of classroom studies, provided that the home address, home phone number, student's last name or a close-up photograph is not included.

Note: Parents who do not want their child to have Internet access and/or have their schoolwork published on the web, should submit this request in writing annually to their child's principal. 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/Guardian name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home address: \_\_\_\_\_

Phone: \_\_\_\_\_

# Opt-out Digital 1:1 Student Device Program (Grades 5-12)

## **\*Must Return to School\***

### **Parent/Guardian Section**

Gainesville Independent School District (GISD) will provide ALL grades 5 - 12 students with a district-owned Chromebook.

The use of the Chromebook is to assist students in completing educational activities as outlined in the Texas Essential Knowledge and Skills (TEKS) and should be used strictly under the rules and regulations that are defined in our district's [Acceptable Use Policy](https://www.gainesvilleisd.org/cms/lib/TX01000879/Centricity/Domain/35/2017-2018%20GISD%20Student%20Acceptable%20Use%20Policy.pdf). (<https://www.gainesvilleisd.org/cms/lib/TX01000879/Centricity/Domain/35/2017-2018%20GISD%20Student%20Acceptable%20Use%20Policy.pdf>)

If you **DO NOT** want a district-owned Chromebook to be checked out to your student, please complete and submit this Opt-Out form to the home campus.

You are agreeing to provide the student for whom you are opting out of the device checkout a personal internet-ready, compatible device (laptop or Chromebook).

You are also agreeing to all terms included in the [GISD Bring Your Own Technology Policy](https://www.gainesvilleisd.org/cms/lib/TX01000879/Centricity/Domain/35/BYOT_Updated.pdf) ([https://www.gainesvilleisd.org/cms/lib/TX01000879/Centricity/Domain/35/BYOT\\_Updated.pdf](https://www.gainesvilleisd.org/cms/lib/TX01000879/Centricity/Domain/35/BYOT_Updated.pdf))

**This opt-out form for a district-owned Chromebook applies to the current school year and must be specifically renewed at the beginning of each school year.**

**Student Name:** \_\_\_\_\_ **Student Id #:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **School Year:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_  
(Please Print)

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_