



**Sanger Independent School District
MacBook Program Handbook**

Sanger ISD 1-to-1 Laptop Program Handbook

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Sanger ISD Laptops: Questions and Answers

Sanger ISD Laptops: Terms of the Laptop Program

In an effort to provide our students and teachers with the tools they need to prepare for the future, Sanger ISD has implemented a 1 to 1 Laptop Program for students at Sanger HS in grades 9 – 12. This handbook will serve as information for students and parents.

1. COMPUTER SPECIFICATIONS

The computer selected for use by Sanger ISD for students is the Apple Macbook Air.

2. ISSUING OF LAPTOPS

Parents and students must sign and return the Parent-Student Laptop Agreement, the Internet Safety Policy; you can optionally enroll in the third-party insurance plan. Please read carefully and make sure you understand all documents before signing them. Laptops will be distributed to students who have completed the full registration process, have no fines or do not owe for a previous device, and again once school begins. All freshmen and sophomores and their parents must attend a mandatory orientation.

Laptops will be collected at the end of each school year for maintenance, cleaning, and software installation.

Students will be reassigned the same laptop each year until laptops are replaced according to our laptop refresh schedule.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the SHS MacShack.

Never try to repair the computer yourself or have someone outside the district work on it, as this could void our warranty and cause you to incur additional charges.

3.1 General Precautions

- No food or drink is allowed next to your laptop. Spills incur costly repairs that are not covered by SISD warranty or insurance. Cords, cable, CDs, and removable storage devices must be inserted and removed carefully. **The optional, third-party insurance does, however, cover accidental spills.**
- Students should NEVER carry their laptops while the screen is open. Do not bend your screen back too far or carry your laptop by the screen. Do not put papers, etc between the keyboard and screen and close it.
- Laptops should be closed when not in use to conserve battery life.
- Laptops must remain free of any writing, drawing, carving, stickers, or labels that are not approved by Sanger ISD.
- Laptops must never be left unsupervised ANYWHERE.
- Unsupervised laptops may be collected and subject to a recovery fee (*see section 10.4*).
- Students are responsible for keeping their laptop battery charged for school.

3.2 Carrying Laptops

The protective carrying cases provide the laptop with sufficient padding to protect them from normal treatment and provide a suitable means for carrying the computer within the school. The following guidelines should be

followed:

- The laptop should always be inside the protective carrying case when being transported. The protective carrying case can be placed inside another bag if you prefer to use a backpack and would like to condense what is carried.
- Students will only be allowed to use the protective carrying case provided by the school district. Do not purchase different carrying cases for the laptops unless it is large enough to hold our case.

3.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage and costly repairs, please adhere to the following rules:

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near or on the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Keep all objects (fingers, pens, pencils, etc.) off of the screen.
- Do not place anything on the keyboard before closing the lid. This includes papers.
- Clean the screen only with a soft, dry cloth. Cleaning supplies are in the MacShack.
- Do not use Windex or other harsh chemicals to clean the screen.

4. USING YOUR LAPTOP AT SCHOOL

Laptops are intended to be used at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules may be accessed using the laptop computer. Students are responsible for bringing their laptop to all classes; teachers may request that students leave their MacBook in the carrying case.

4.1 Laptops left at Home

If students leave their laptop at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in loss of take-home privileges.

4.2 Laptop Undergoing Repair

Loaner laptops will be issued to students when they leave their laptop for repair at the Technology Department, if needed. If the repair is covered under parent-purchased insurance, a loaner will be immediately issued. If repair is not covered and requires payment, a loaner will not be issued until repair cost is paid.

4.3 Charging the Laptop Battery

Laptops must be brought to school each day fully charged. Students need to charge their laptops each evening. Students should leave their charging cable, brick, and extender at home.

4.4 Screensavers & Backgrounds

Inappropriate media may not be used as a screensaver or background on your computer. Presence anywhere on the computer of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures, will result in disciplinary actions. These actions may also include a \$15 reimaging fee.

4.5 Sound

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.

4.6 Printing at Home

If your Laptop does not automatically install necessary drivers when hooked up to your home printer, bring the Laptop to the MacShack to have the proper drivers loaded for you.

4.7 Unsupervised Laptops

Laptops left unattended will be collected and taken to the MacShack. A \$15 recovery fee may be assessed; if a laptop is left unattended on more than one occasion, the student may lose the privilege of the use of the laptop.

5. MANAGING FILES AND SAVING WORK

5.1 Saving to the Home Directory

Students will be logging into our network in order to backup their work. Students will have their own user account in Google Drive with ample space to back up any school-related work. Students should not use a personal or family iCloud account on the school issued device; the school issued iCloud account should not be used on a non-school device.

5.2 Saving Data to Removable Storage Devices

Students are responsible for backing up all of their work daily using Google Drive or removable file storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by Sanger ISD must remain on the laptop in usable condition and easily accessible at all times. The laptop comes with Apple's Mac OS operating system and with additional software. The school has loaded other applications needed for instruction. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be uninstalled at the completion of the course. Periodic checks of laptops will be made to ensure that software that is no longer needed has been removed to avoid exceeding the number of licenses purchased by the district.

6.2 Additional Software

Software must be approved and installed by Sanger ISD Technology Department. We must maintain accurate records of computer licenses and ensure that all software loaded on the computers is compatible with the laptops.

6.3 Software Updates

Updates of licensed software are available and necessary from time to time. If students are required to

download these updates, instructions will be given at that time. Sanger ISD uses a management system that allows the technology personnel to work on the device remotely; this includes potential software installation and updates.

7. INSPECTION

Students may be selected at random to provide their laptop for inspection to check for restricted images, settings, etc. Also, while logged in to the school's network, technology staff, teachers, and administration will have the ability to view the desktops of all laptops, to capture images from them, and to freeze or take over control of the laptops if they are being used in a manner contrary to school policy and the Acceptable Use Agreement. This will only be used to ensure that laptops are being used for educational reasons and that students are staying on task.

8. RE-IMAGING THE HARD DRIVE

Occasionally, it will be necessary to re-image a laptop hard drive. This may be required to repair a software or hardware issue, or it may be to get rid of inappropriate content from a computer. If re-imaging is required due to misuse by a student, a \$15.00 re-imaging fee will be charged. Whenever a computer is re-imaged, the technology staff will do their best to back-up the student's class files from the laptop to be transferred back after the re-imaging is complete. The student is responsible for backing up personal music and images files. The school does not accept responsibility for the loss of any software or files due to a re-image.

9. ACCEPTABLE USE

9.1 General Guidelines

- Student will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Sanger ISD.
- Students are responsible for the ethical and educational use of the technology resources of Sanger ISD.
- Access to Sanger ISD technology resources is a privilege and not a right.
- Transmission of any material that 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.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Failure to return laptop at the end of the year or at time of withdrawal will be considered theft, and legal action will be taken. Per State Education Code 31.104(d), the district or school may withhold the student's records if technological equipment is not returned in an acceptable condition or paid for when a student withdraws from the district or at the end of the school year.
- A more detailed Acceptable Use Policy will be provided to each student via the district and campus website.

9.2 Privacy and Safety

- Do not open, use or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will

not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct. This is not a request -- it is a responsibility.

9.3 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism and artificial intelligence based academic dishonesty is a violation of the Sanger ISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as artificial intelligence, graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

9.4 Email & Other Documents

- Only Sanger ISD approved e-mails are allowed at school. If you choose to e-mail from your computer while at home:
 - o E-mails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection.
 - o Always use appropriate language.
 - o Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
 - o Do not send mass emails, chain letters, or spam.
 - o Students should maintain high integrity with regard to e-mail and other document content.

9.5 Consequences

The student in whose name, system account, and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. **Non-compliance with the policies of the Laptop Handbook and Technology Acceptable Use Policy will result in disciplinary action as outlined in the Student Code of Conduct.** Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff to ensure appropriate use. The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs contents of email and network communications. Proper authorities will be given access to their content.

Participation in the laptop program is subject to administrator discretion; laptop privileges and/or participation in the program may be revoked.

NOTE: If a student is assigned to DAEP or any other campus in or outside of Sanger ISD, their laptop will be turned in to the SHS principal or the SHS designee.

10. PROTECTING AND STORING YOUR LAPTOP COMPUTER

10.1 Laptop Identification

Laptops will be labeled in the manner specified by the school. Labels are NOT to be intentionally removed from the laptops. Laptops can be identified in the following ways:

- Record of serial number
- Record of asset tag

10.2 Password Protection

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Acceptable Use Policy, you are still responsible for all inappropriate items found on your laptop. It is in your best interest to keep your password secure.

10.3 Storing Your Laptop

When students are not using their laptops, they should be stored in a locked room. Students should take the laptops home every night and charge them. Laptops should never be left in a vehicle (locked or not) anywhere. They are attractive targets for thieves. All devices must be stored during lunch.

10.4 Laptops Left in Unsupervised Areas

Under no circumstances should a laptop be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer lab, hallways, locker rooms, library, unlocked classrooms, and dressing rooms. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Campus Principal or Technology Department. If a laptop is found unsupervised, there will be a \$15.00 fee to reclaim your laptop. Disciplinary action may also be taken for leaving your laptop in an unsupervised location.

11. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

11.1 School District Insurance Protection

Sanger ISD partners with a company to provide a group insurance policy at a reduced rate. The insurance information will be shared just prior to device distribution. The window for purchase is open for at least 15 days and is opened when laptop distribution begins. Please read the insurance information prior to purchase so you understand what is covered and what is not.

11.2 Claims

All insurance claims must be reported to the MacShack or Technology Department. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. The district will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

11.3 Loss of Replaceable Computer Parts/Accessories

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items. Currently those prices are as follows:

Component	Repair/Replacement Cost
Screen Replacement	\$200 1 st , \$300-2 nd , Full cost for all subsequent incidents
Keyboard Replacement	\$150
Touchpad	\$100
USB-C Power Cord	\$19 (or replacement cost from Apple)

USB-C Power Brick	\$39 (or replacement cost from Apple)
Extender Cord	\$19 (or replacement cost from Apple)
MacBook Air Replacement	\$899 (or replacement cost from Apple)

These prices can change throughout the course of a school year; students will be charged the full actual replacement cost.

11. LAPTOP TECHNICAL SUPPORT

The Technology Department coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system of software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty and insurance repairs
- Distribution of loaner Laptops and batteries

13. LIST OF POSSIBLE FEES

Optional 3rd party insurance can be purchased. There is no deductible with no limit on the number of incidents. Coverage will be from date of issuance until the last day of school.

- Intentional Damage to Computer or Loss – Full replacement cost of computer
- Re-Imaging of computer due to inappropriate content or student misuse - \$15.00
- To reclaim a Laptop left unattended - \$15.00
- Lost or destroyed Power Supply - \$77.00 (or actual replacement cost)
- Lost or destroyed Laptop Carrying Case - \$35.00 (or actual replacement cost)

Sanger ISD Frequently Asked Questions and Answers

<p>Q. Why is Sanger ISD issuing MacBooks to Sanger High School students?</p> <p>SISD provides a first-rate education with appropriate tools. Our students will have unlimited, 24/7 opportunities to learn digitally, think creatively, and compete globally.</p> <ul style="list-style-type: none"> • Students will have equal access to appropriate resources • Students will be creators of knowledge, not just consumers. • Students will have access to up-to-date, current information. 	<p>Q. How will Sanger ISD prevent access to inappropriate websites?</p> <p>The MacBooks will be filtered while the student is on the Sanger ISD network. If using your home network, the MacBooks will not be filtered using Sanger ISD's content filters. The MacBooks are designed so that 3rd party content filtering methods are either ineffective or decrease the device's operability.</p>
<p>Q. What if I do not have Internet access at home?</p> <p>Students without internet access at home may wish to use various WiFi hotspots around Sanger including Sanger HS (pagoda area), Sanger MS parking lot, and the Sanger Library. Many local businesses also have free WiFi for their customers. We have also changed settings in many of our programs such as Canvas that allow students to work offline. Go to the MacShack if you need support with this.</p>	<p>Q. Can students load software or extensions on the MacBooks?</p> <p>At this time, students are restricted from the App Store. All required education Apps that will be needed will be provided to each student through the our device management system. The technology department must vet extensions; they will install any extensions that are approved for student use. Any attempts to bypass these protections will be considered a violation of the SISD Acceptable Use Policy and the student may be subject to exclusion from the use of devices.</p>
<p>Q. Will the students be required to bring the MacBook to class every day?</p> <p>Students are expected to bring the resources that are necessary for a successful learning experience to class every day. Teachers will continue communicating specific expectations regarding which resources will be used in any given class period. Students should charge their devices each night and leave their power cords at home.</p>	<p>Q. What happens if the MacBook is stolen?</p> <p>The student or parent must file a police report within 48 hours of the occurrence.</p> <p>If the MacBook is stolen and the student reports the theft (by the next school day) and a police report is filed, the student will not be charged. A copy of the police report must be brought to the campus principal.</p>
<p>Q. What if my child forgets to bring their MacBook to school or the battery is not charged?</p> <p>There will be a limited number of MacBooks available for checkout in case of technical problems, but forgetting their device or not charging their MacBook is not considered a technical problem. A student may drop their MacBook off in the MacShack to have it charged if needed; however, if a student needs their device in class, they can check out a portable charger for use from the MacShack.</p>	

Terms of the MacBook Loan Program

<p>Terms: Parents and students must comply at all times with the Sanger ISD MacBook handbook and the Sanger ISD Student Handbook and Code of Conduct, including the Student Guidelines for Acceptable Use Policy. Any failure to comply may cause the termination of student rights of possession immediately, and Sanger ISD may repossess the MacBook.</p>	<p>Loss or Damage: If the MacBook is damaged, lost or stolen, you must report the incident immediately. Loss by theft must be reported to Sanger ISD by the next school day after the occurrence, and a copy of the police report must be provided to the district. A table of estimated pricing for various repairs is included in this document, the Sanger ISD MacBook Handbook. Students must clear all records and pay all fees before receiving subsequent years' technology.</p>
<p>Title: At all times Sanger ISD maintains the legal title to the MacBook. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Sanger ISD MacBook Handbook, the Sanger ISD Parent-Student MacBook agreement (signed at the time of distribution) and the Sanger ISD Student Handbook and Code of Conduct, including the Student Guidelines for Acceptable Use of Technology Resources (available on the district and campus website).</p>	<p>Terms or Agreement: Your right to use and possess the MacBook terminates no later than the last day of the school year, unless earlier terminated by Sanger ISD, or upon withdrawal from the district. Per Texas State Education Code 31.104 (d), the district or school may withhold the student's records if technological equipment is not returned in an acceptable condition or paid for. Students who are transferring from one campus to another within Sanger ISD or are assigned to DAEP must turn the device into the SHS principal or the SHS designee.</p>
	<p>Appropriation: Your failure to return the MacBook in a timely manner will be considered unlawful appropriation of Sanger ISD property and appropriate legal action will be taken.</p>

Key Points to the MacBook

Key Points	
<u>Safety at School</u> - Be mindful of the information you share. Remember, once you post something it is permanent. Always keep your password secure.	
<u>Safety at Home</u> - Internet will only be filtered at school. Parents should establish "House Rules" and have conversations about using the MacBook and social media. Parents should encourage students to share what they have learned at home.	
<u>Student Expectations</u> - Students should bring their MacBook EACH day to school. Students should arrive at school with a FULLY CHARGED MacBook. The school-issued carrying case MUST be used at all times and the carrying case can be put inside a backpack if a student prefer . Students are not permitted to use MacBooks in restrooms or locker rooms. Staff can view ALL content at anytime.	
<u>What to do with my MacBook?</u> Between classes it should always be in the school issued carrying case, inside your backpack. At lunch, the MacBook should be kept in your possession and in your carrying case, or locked in a safe place. Students may not use MacBooks in the lunchroom. During PE/Athletics, your MacBook should be locked in a locker. During practice or extracurricular activities, MacBooks should be locked in your locker. At no time should it travel to games or be left on the bus.	
<u>Cleaning your MacBook</u> - Only use a microfiber cloth to clean the screen. Never use WIndex or chemicals. Cleaning materials are provided in the MacShack.	
<u>Damaged MacBook</u> - Optional insurance can be purchased through the group policy arranged by the district. If insurance is not purchased, the parent/guardian is responsible for the cost of repairs. The costs are as follows:	
Component	Repair/Replacement Cost
Screen Replacement	\$200 1 st , \$300-2 nd , Full cost for all subsequent incidents
Keyboard Replacement	\$150
Touchpad	\$100
USB-C Power Cord	\$19 (or replacement cost from Apple)
USB-C Power Brick	\$39 (or replacement cost from Apple)
Extender Cord	\$19 (or replacement cost from Apple)
MacBook Air Replacement	\$899 (or replacement cost from Apple)
*If damages are caused by abuse or negligence, the full cost of the repair/device will be charged.	
<u>Power Cords</u> - Please leave cords at home. Please charge MacBooks each evening and do not pull/yank the cord out of the device when finished charging. Replacement costs are posted above.	

Carrying Cases - The carrying case is \$35 to replace if lost or damaged.

School Procedure Fees - \$15 fee will be charged if student leaves their MacBook unattended, defaces the device (Ex: Stickers, removes keys, etc), or if the device needs reimaged.

MacBook Troubleshooting - Do not attempt to repair your MacBook. Please take your device to the MacShack for any technical support. The MacShack can occasionally be a place to use as a charging station or you may check out a portable charger.