



**Sanger Independent School District
MacBook Program Handbook**

Sanger ISD 1-to-1 MacBook Program Handbook**Table of Contents**

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To provide our students and teachers with the tools they need to prepare for the future, Sanger ISD has implemented a 1 to 1 MacBook 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 MacBooks

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

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

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

3. TAKING CARE OF YOUR MacBook

Students are responsible for the care of the MacBook issued by the school. MacBooks that are broken or fail to work properly must be taken to the SHS MacShack as soon as they occur.

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 MacBook. Spills incur costly repairs that are not covered by SISD warranty or insurance. Cords, cables, and removable storage MacBooks must be inserted and removed carefully. **The optional, third-party insurance does, however, cover accidental spills.**
- Students should NEVER carry their MacBooks while the screen is open. Do not bend your screen back too far or carry your MacBook by the screen. Do not put papers, etc between the keyboard and screen and close it.
- MacBooks should be closed when not in use to conserve battery life.
- MacBooks must remain free of any writing, drawing, carving, stickers, or labels not approved by Sanger ISD.
- MacBooks must never be left unsupervised ANYWHERE.
- Unsupervised MacBooks may be collected and subject to a recovery fee (**see section 10.4**).
- Students are responsible for keeping their MacBook battery charged for school. Unless directed otherwise by campus administration or the technology department, students should NOT bring their chargers to school.

3.2 Carrying MacBooks

The protective clamshell case provide MacBooks with sufficient protection to safeguard them from wear and tear during normal use. Students may request a carrying case if they need it or if their backpack does not have a

protective pocket. Students are responsible for returning the carrying case when the device is collected at the end of the year. The following guidelines should be followed:

- The MacBook should always be inside a protective carrying case when transported. The protective carrying case can be a protective pocket in their backpack or one that is district provided.
- Students are only allowed to use the protective clamshell case provided by the school district. Do not purchase different clamshell cases for the MacBooks.

3.3 Screen Care

The MacBook screens can be damaged if subjected to rough treatment. The screens are susceptible 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 MacBook when it is closed.
- Do not place anything near or on the MacBook that could pressure the screen.
- Do not place anything in the carrying case that will press against the cover.
- Keep all objects (fingers, pens, pencils, etc.) off 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 chemicals to clean the screen.

4. USING YOUR MacBook AT SCHOOL

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

4.1 MacBooks Left at Home

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

4.2 MacBook Undergoing Repair

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

4.3 Charging the MacBook Battery

MacBooks must be brought to school each day fully charged. Students need to charge their MacBooks each evening. Students always keep their charging cable, brick, and extender in their possession; they should not loan it to another student or teacher if required to bring it to school. We recommend that students leave their chargers 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 MacBook does not automatically install necessary drivers when hooked up to your home printer, bring the MacBook to the MacShack to have the proper drivers loaded for you.

4.7 Unsupervised MacBooks

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

5. MANAGING FILES AND SAVING WORK

5.1 Saving to Google Drive

Students will log into our network to back up their work. Students will have a school-issued 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 MacBook; the school-issued iCloud account should not be used on a non-school MacBook.

5.2 Saving Data to Removable Storage MacBooks

Students are responsible for backing up their work daily using Google Drive or removable file storage. The students are responsible for ensuring 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 MacBooks

6.1 Originally Installed Software

The software originally installed by Sanger ISD must remain on the MacBook in usable condition and easily accessible at all times. The MacBook comes with Apple's Mac OS operating system and additional software needed for school. The school has loaded other applications needed for instruction. The school may occasionally add software applications for a particular course. The licenses for this software require that the software be uninstalled after the course is completed. Periodic checks of MacBooks will 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 the 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 MacBooks. Students are not allowed to load software onto their computers. If students have questions about software, please go to the MacShack.

6.3 Software Updates

Updates of licensed software are occasionally available and necessary. 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 MacBook remotely; this includes potential software installation and updates.

7. INSPECTION

Students may be randomly selected to provide their MacBooks 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 MacBooks, capture images from them, and freeze or take over control of the MacBooks 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 MacBooks 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 MacBook hard drive. This may be required to repair a software or hardware issue, or it may be to eliminate 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 student is responsible for backing up all files, including personal music and image files. The school does not accept responsibility for losing any software or files due to a re-image.

9. ACCEPTABLE USE

9.1 General Guidelines

- Students will have access to all available forms of electronic media and communication that support 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 violates 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 under the Student Code of Conduct.
- Failure to return the MacBook at the end of the year or at the 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 district-provided 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. These records include transcripts.
- 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 number, password, or passwords to others.

- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or an administrator immediately. This is not a request -- it is a responsibility. Suppose you inadvertently access these websites or material and do not tell a teacher or administrator. In that case, you are breaking the Acceptable Use Policy and/or Student Code of Conduct and will be disciplined accordingly.

9.3 Legal Propriety

Students must 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 violate the Sanger ISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media, 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 and a \$15 reimaging fee. 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, 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 concerning e-mail and other document content.

9.5 Consequences

The student whose name, system account, and/or computer hardware is issued will always be responsible for its appropriate use. You are still responsible if someone else uses your computer to break the rules. **Non-compliance with the MacBook Handbook and Technology Acceptable Use Policy policies 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 the contents of email and network communications. Proper authorities will be given access to their content.

Participation in the MacBook program is subject to administrator discretion; MacBook privileges and/or participation in the program may be revoked as they are a privilege, not a right.

NOTE: If a student is assigned to DAEP or any other campus outside of Sanger ISD, their MacBook will be turned in to the SHS MacShack, SHS principal, or the SHS designee before leaving for the assigned campus. Failure to turn in the MacBook will result in the locking of the computer and potential legal action.

10. PROTECTING AND STORING YOUR MacBook COMPUTER

10.1 MacBook Identification

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

- Record of serial number
- Record of asset tag

Sanger ISD uses an inventory system that allows for the recording of this information as well as invoicing should a student damage or not return school technology equipment.

10.2 Password Protection

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

10.3 Storing Your MacBook

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

10.4 MacBooks Left in Unsupervised Areas

Under no circumstances should a MacBook 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 MacBooks will be confiscated by staff and taken to the Campus Principal or MacShack. If a MacBook is found unsupervised, there will be a \$15.00 fee to reclaim your MacBook. Disciplinary action may also be taken for leaving your MacBook in an unsupervised location.

11. REPAIRING OR REPLACING YOUR MacBook 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 during MacBook distribution. The window for purchase is open for at least 15 days and is open when MacBook distribution begins. Please read the insurance information before purchasing to understand what is covered and what is not.

11.2 Claims

All insurance claims must be reported to the MacShack or Technology Department. Fraudulent theft or accidental damage reporting 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

Students who lose or destroy the following components will be charged total replacement costs. 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/Topcase Replacement	\$150 1st, full cost for all subsequent incidents (or replacement cost from Apple)
Touchpad	\$100 1st, full cost for all subsequent incidents (or replacement cost from Apple)
USB-C Power Cord	\$29 (or replacement cost from Apple)
USB-C Power Brick	\$39 (or replacement cost from Apple)
Extender Cord	\$19 (or replacement cost from Apple)
Carrying Case or Clamshell Case	\$35 or actual replacement cost for each
MacBook Air Replacement	\$699 (or replacement cost from Apple)

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

12. MacBook TECHNICAL SUPPORT

The Technology Department coordinates the repair work for MacBooks. 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 MacBooks and batteries

13. LIST OF POSSIBLE FEES

Optional 3rd party insurance can be purchased. Coverage will be from the date of issuance until the last day of school. If a student attends credit recovery, credit for advancement, or dual credit courses in the summer, the insurance policy purchased earlier in the school year will remain in effect.

- Lost or Intentional Damage to Computer – Full replacement cost of computer
- Re-Imaging of computer due to inappropriate content or student misuse
-\$15.00

- To reclaim a MacBook left unattended - \$15.00
- Lost or destroyed Power Supply - \$87.00 (or actual replacement cost from Apple)
 - \$19 for extender (or actual replacement cost from Apple)
 - \$29 USB-C cable (or actual replacement cost from Apple)
 - \$39 for power brick (or actual replacement cost from Apple)
- Lost, damaged, or destroyed MacBook Clamshell Case or 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. ● The built-in features of the MacBook allow the district to meet the needs of all students. 	<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 MacBook's operability.</p>
<p>Q. What if I do not have Internet access at home?</p> <p>We have settings in many of our programs, such as Canvas, allowing students to work offline. Students can also download to the MacBook to complete when not on WiFi. Students without internet access at home may use various WiFi locations around Sanger, including the Sanger Library. Many local businesses also have free WiFi for their customers.</p>	<p>Q. Can students load software or extensions on the MacBooks?</p> <p>Currently, students are restricted from the App Store and Chrome Web Store. All required education Apps and extensions will be provided to each student through our MacBook management system. The technology department must vet extensions; they will install any approved extensions 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 excluded from using MacBooks.</p>
<p>Q. Will the students be required to bring the MacBook to class daily?</p> <p>Students are expected to bring the MacBook to school daily, along with the other resources necessary for a successful learning experience in class. Teachers will continue communicating specific expectations regarding which resources will be used in any given class period. Students should charge their MacBooks each night.</p>	<p>Q. What happens if the MacBook is stolen?</p> <p>The student or parent must file a police report within 24 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 MacBook 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; if a student needs their MacBook 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 always comply 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 terminate the student's possession rights immediately, and Sanger ISD may repossess the MacBook.</p>	<p>Appropriation: Your failure to return the MacBook promptly will be considered unlawful appropriation of Sanger ISD property, and appropriate legal action will be taken.</p>
<p>Title: At all times, Sanger ISD maintains the legal title of MacBook. Your right of possession and use is limited to and conditioned upon your full compliance with the Sanger ISD MacBook Handbook, the Sanger ISD Parent-Student MacBook agreement, 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 of 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 transferring from one campus to another within Sanger ISD or assigned to DAEP must turn the MacBook into the SHS MacShack, the SHS principal, or the SHS designee.</p>
<p>Device Distribution and Collection: Sanger ISD schedules device distribution and collection prior to the start of each school year. These dates are posted on campus and district calendars. At the time of distribution, students will receive a MacBook, clamshell case and Apple charger in working condition. If they find that something is not work that day, they should report it to the technology staff, MacShack, or a principal. On device collection day, invoices will be sent to the parent's email that is on file. All fees must be paid before a device is assigned to the student in subsequent years. If a student does not return to Sanger ISD, records will be withheld and not sent to other districts, colleges, or universities.</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. Students must clear all records and pay all fees before receiving technology in subsequent years.</p>

Key Points to the MacBook

<p><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.</p>	
<p><u>Safety at Home</u> - The Internet will only be filtered at school. Parents should establish “House rules” and discuss using the MacBook online and on social media. Parents should encourage students to share what they have learned during the school day at home.</p>	
<p><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 prefers. Students are not permitted to use MacBooks in restrooms or locker rooms. Staff can view ALL content at any time.</p>	
<p><u>What to do with my MacBook?</u> Between classes, the school-issued carrying case should always be in your backpack. At lunch, the MacBook should be in your possession, inside 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.</p>	
<p><u>Cleaning your MacBook</u> - Only use a microfiber cloth to clean the screen. Never use Windex or other chemicals. Cleaning materials are provided in the MacShack.</p>	
<p><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:</p>	
Component	Repair/Replacement Cost
Screen Replacement	\$200 1 st , \$300-2 nd , Full cost for all subsequent incidents
Keyboard/Top Case Replacement	\$150 1 st , full cost for all subsequent incidents (or replacement cost from Apple)
Trackpad	\$100 1 st , full cost for all subsequent incidents (or replacement cost from Apple)
USB-C Power Cord	\$29 (or replacement cost from Apple)
USB-C Power Brick	\$39 (or replacement cost from Apple)
Extender Cord	\$19 (or replacement cost from Apple)
Carrying Case or Clamshell Case	\$35 or actual replacement cost for each
MacBook Air Replacement	\$699 (or replacement cost from Apple)

<p>*If damages are caused by abuse or negligence, the full cost of the repair/MacBook will be charged.</p>
<p><u>Power Cords</u> - Please leave cords at home. Please charge MacBooks each evening, and do not pull/yank the cord out of the MacBook when finished charging. Replacement costs are posted above.</p>
<p><u>Cases</u> - The clamshell case and the carrying case is \$35 to replace if lost or damaged.</p>
<p><u>School Procedure Fees</u> - A \$15 fee will be charged if a student leaves their MacBook unattended, deface the MacBook, or if the MacBook needs to be reimaged.</p>
<p><u>MacBook Troubleshooting</u> - Do not attempt to repair your MacBook. Please take your MacBook to the MacShack for technical support. The MacShack can occasionally be a charging station, or you may check out a portable charger.</p>