



# Student Device Responsible Use Guidelines

## INTRODUCTION

Red Oak ISD uses Instructional Technology to prepare and inspire all students for life-long success by teaching the skills, knowledge, and behaviors students will need as responsible citizens in the global community. The procedures and information within these guidelines apply to all student devices at ROISD campuses during and outside of school when applicable. Teachers may set additional requirements for use in their classrooms.

## DEPLOYING DEVICES

Secondary Students in 6th – 12th Grade Receive:

- Chromebook Device
- Protective Chromebook Case (specific models as documented in inventory)
- Chromebook compatible charger

The ROISD device is issued at no cost to the student and is equipped with resources and applications needed for classroom use. The student/parent will have to pay for the full cost of any repair or replacement due to damage or loss for devices checked out to students unless device protection coverage is purchase. (See terms of optional protection plan)

### Receiving your device

- Parents/guardians and students must acknowledge and consent to the Student Device Responsible Use Guidelines and the ROISD Internet Safety Policy and Acceptable Use of Technology Resources. This agreement will be made available in Skyward Family Access to allow for electronic signature. Parents/guardians are encouraged to review this agreement with their students as parental consent also includes student consent.
- **Students are issued a device, charging cord, and case** (as notated in our inventory) in good working order and free from damage. Students are responsible for reporting **ANY** damage or malfunction of device, charging cord, and/or case within 1 business day of receiving the device.

### Returning your device on collection dates or when leaving ROISD

- Device and accessories (such as charging cords and cases) that are furnished by the district must be returned with only normal wear and no device modifications on a date designated by the district OR upon unenrollment to avoid paying a repair or replacement fee. If a student transfers, withdraws, is expelled, or terminates enrollment at a ROISD campus for any reason, he/she must return the device with accessories on the date of termination. If the device is not returned by the designated date, the district will be taken by the district to reclaim the device and accessories.

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

- **Serial Number:** this number is bound to the Chromebook system board.
- **ROISD asset tag number:** placed on the device and used in the inventory system.

## 2024-2025 SCHOOL YEAR FEES

**(\$100 for devices damage, \$300 for lost/broken. \$20 for charger, \$25 for case)**



# RED OAK

## INDEPENDENT SCHOOL DISTRICT

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- In the event the student device is lost, stolen, or not returned, ROISD will attempt to locate, recover, and/or disable the device. If the device is not recovered, the parent/guardian agrees to pay ROISD a \$300 replacement fee.
  - In the event of damage that results in the device being unrepairable, the parent/guardian agrees to pay ROISD a \$300 replacement fee. (regardless of who caused the damage or how the damage occurred)
  - In the event the device charging cord is not returned or is returned damaged, the parent/guardian agrees to pay ROISD a \$20 replacement fee.
  - In the event the device had a case when issued, (as notated in our inventory), and the case is not returned, the parent/guardian agrees to pay ROISD a \$25 replacement fee.
  - In the event the student device is damaged beyond normal wear and tear, the parent/guardian agrees to pay ROISD a \$100 repair fee per damaged element (maximum of \$300)  
Example: a broken screen will be a \$100 fee & a broken keyboard will be an additional \$100
  - All repairs must be made by ROISD Technology personnel or their representatives. Replacement devices must be purchased via the district.

### IMPORTANT DETAILS CONCERNING FEES

- Parents/Guardians can purchase district optional protection plan to cover fees from accidental damage/damage beyond repair resulting in a loss. The protection plan coverage is limited to number of incidents covered for the school year. The protection plan must be purchased before the cutoff date in fall OR within 2 weeks of enrollment.
- Stolen Chromebooks are the responsibility of the assigned student whether the Chromebook is stolen at school, from an automobile, or any location. Reporting theft to the Police is recommended and a copy of the police report provided to the campus but does not remove the fee applied to the Parent/Guardian.
- Students ARE responsible for ACCIDENTAL DAMAGE. Drops, falls, smashed backpacks, etc. will incur fees regardless of who caused the damage. Proper care of the device is always the student's responsibility.
- Excessive unpaid fees and damage will be referred to campus administration, in accordance with the Code of Conduct and can result in the loss of an assigned device.



## LOSS OR DAMAGE

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

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

- ROISD Protection Plan DOES NOT cover intentional damage to devices. If it has been determined by the district/campus administration that there was **intentional** damage or **gross negligence** to a device, the student/parent is responsible for the repair fee or replacement fee if the device is beyond repair even if the protection plan was purchased.
- **ACCIDENTAL** damage will be subject to the full repair or replacement fee unless the optional protection plan is purchased.
- Repairs due to device failures will be handled by the district and a loaner device, if available, may be provided to the student.
- Students are to immediately report lost Chromebooks within 1 day. The Tech Dept has tools to locate devices and recover Chromebooks. Immediate reporting will increase the chance of locating lost devices.
- Devices missing or stolen on or off school property must be reported within 2 days to school/district personnel. Action will be taken by the district to track missing/stolen devices.
- Devices that are not brought to school for three consecutive days will be considered missing.
- When a device is deemed missing or stolen, ROISD may locate and disable the device.
- Students/Parents/guardians will be held responsible for full payment for the replacement of any assigned ROISD student devices that are not returned to school and accounted for (stolen on or off campus or lost).

## CARE AND STORAGE OF THE STUDENT DEVICE

Student devices are school property, and all users will follow these Student Device Responsible Use Guidelines, the ROISD Student Handbook, and the Internet Safety and Acceptable use of Technology Resources. Students are responsible for the general care of the devices 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 within 1 day of receiving the device.

Unless backpacks are disallowed by the district for security/virus reasons, students are encouraged to use personal backpacks for safe transport of their device to and from school. We strongly recommend a backpack with a padded area designed to protect the device.



It is an expectation for all 6<sup>th</sup> – 12<sup>th</sup> grade students to bring their district issued device with them to school each day. This is like your child having a resource, such as a textbook, which they must bring each day. It also will be the student's responsibility to ensure the device comes to school charged and ready to use. While we will still have the flexibility for your child to bring their own personal device to school, the expectation is that they have their ROISD Chromebook to ensure they are ready for the lesson design prepared by the educator each day.

## **General Device Procedures and Care**

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.
- The device, including power cords, must remain free of any writing, drawing, stickers, graphics or labels.
- The device should not be placed near magnets; magnets are known to damage computerized equipment such as computers and tablets.
- The device is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused. It should never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
- The device will never be left unattended in any place outside of the student's residence.
- The device will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.
- Nothing should be placed on top of the device when stored.
- The device will be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold.
- The device should have a designated place for charging each day.
- Pencils, pen tips, and other pointed objects will never be used on the screen. Do not leave any object on the keyboard or hinges when closing the device.
- The device will be kept away from pets at all times.
- The device should be stored in a designated area when not in use. If a device is found anywhere other than with the assigned student, it will be taken to campus technology. **Leaving a device in an unsupervised area is considered negligent of the Student Device Responsible Use Guidelines.**
- Grade 6 through 12 students are expected to take their devices home every day after school as well as bring them every day charged and ready to use for instructional purposes.
- If a student needs a secure place to store the device, he/she may check it in for storage with designated school personnel.
- Parents and students agree to return the device and all components to the school in the same condition the device was issued to the student or applicable fees will apply.

Grades EE thru 5 students will have their device remain in their Homeroom class in a designated area with charging access. If Virtual Learning is mandated for ALL, then all students will take the device home.

## **Home Internet Access**



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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 ROISD does provide internet filtering outside of the district's network as a courtesy and that no system is foolproof. Parents / Guardians are responsible for the online activities and behavior of their students while away from school.

Disclaimer: While ROISD uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the District to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across some material that is objectionable. ROISD has a 3-layer approach when students are using the Internet. The device is automatically routed through ROISD's filter for appropriate content which provides the first layer. The second layer is the monitoring by an adult, and the third layer is where the student should use their digital responsibility skills when using a device.

## **MANAGING YOUR FILES & SAVING YOUR WORK**

### **Saving to the District Provided Cloud Student**

Some storage space will be available on the student district cloud storage, BUT it is the student's responsibility to ensure that work is not lost due to student error, mechanical failure, or accidental deletion.

### **Network Connectivity**

ROISD 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.

### **File Storage**

The ROISD student cloud has limited storage, and this storage is designated for educational use. Inappropriate content is NOT allowed. 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 and student cloud account have limited storage and educational use has top priority.
- If non-educational or personal content is on the device or student cloud account and storage space is needed, students must delete the non-educational content to make room for required content.

## **OPERATING SYSTEM AND APPLICATIONS**

### **Applications**

- All devices are initially deployed with a set of base apps. Apps installed by ROISD must remain on the device in usable condition and be easily accessible at all times. The school may add apps for use in a particular course.

### **Operating System and App Updates**

The district will provide and maintain updates for the operating system and/or apps. Some updates may require student intervention, such as clicking "ok" or rebooting the machine.



## OPTIONAL DEVICE PROTECTION COVERAGE

- Cost of the device protection coverage is \$43.00
- Fee is Non-refundable
- ROISD Device Fees and Optional Protection Plan Coverage are outlined in the table below.

2024-2025 ROISD Device Fee Structure			
	Fee without protection Plan		Fee with protection Plan
Chromebook stolen* or damaged beyond repair	\$300	1st incident	\$0
		2nd incident	\$150
		3rd and subsequent incidents	\$300
		Any damage deemed by campus admin as Intentional/Negligent	\$300
Chromebook repair (Including, but not limited to, missing key(s), broken screen, hinge damage, etc...)	\$100	1st incident	\$0
		2nd incident	\$50
		3rd and subsequent incidents	\$100
		Any damage deemed by campus admin as Intentional/Negligent	\$100





**NOTE:** If device damage or loss is determined by campus administration to have been **intentional or negligent**, the student will be charged **100%** of the cost to replace or repair it even if device protection plan was purchased.

\*if stolen, a police report is required.

**REMINDER:** If you choose not to purchase the Optional Device Protection Program, you are responsible for 100% of the fees outlined on page 2 for the repair or replacement.

Please see details below about the program:

- The Optional Device Protection plan enrollment window will close on **the last day of the first six-weeks of the school year.** Families wishing to enroll must pay **in full** by the last day of the first six weeks. Students who enroll in school after the Optional Device Protection enrollment window has closed and wish to purchase the plan will have 2 weeks from the date of enrollment to opt in and pay in full.
- The device protection plan fee will be available as a public item in SchoolCash. Payment is required to be fully covered. **Program protection will not go in effect until after the fee has been paid in full.** Coverage lasts for one school year which will span from the first date of receiving full payment until devices are collected at the end of the school year.
- After the enrollment window closes, optional protection fees not paid will be removed from student SchoolCash, and the ability to **opt in will be forfeited.** Students enrolled after the enrollment window will have 2 weeks from enrollment date to purchase the plan. You may contact your campus tech or email [teachnology@redoakisd.org](mailto:teachnology@redoakisd.org)
- **Students with outstanding technology fees must pay their fees prior to opting into the program and receiving a device for the 2024-2025 school year.**

## RESPONSIBLE USE & DIGITAL CITIZENSHIP

### Statement of Responsibility

The use of student devices and the network is a privilege. The student is responsible for what he/she says and does on the network and on district devices. It is important for the user to stop and think before communicating and to show respect for others and for 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.

### Parent/Guardian Responsibilities

- It is expected that Parents / Guardians talk with their student about digital citizenship. This includes not sharing login information with others, discussing the dangers and consequences of cyberbullying, inappropriate use, not sharing personal information online, and other misuses of the Internet.
- Parents / Guardians must expect their student to bring his/her charged device to school every day.
- Parents / Guardians must **expect** their student(s) to appropriately use technology both at school and at home. TEA provides several resources for the staff and students of ROISD in the areas of **cyberbullying and communication.**

Below are some resources for Parents / Guardians seeking more information on digital citizenship:



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[Common Sense Media website](#) [Stay Safe](#)

[Online website](#)

### **School and District Responsibilities**

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

### **Student Responsibilities**

- Students will use ROISD 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 these guidelines, Student Code of Conduct, and the ROISD Internet Safety and Acceptable Use of Technology Resources.
- Students will use all technology resources appropriately 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 ROISD network is at the student's own risk. The district denies any responsibility for the accuracy or quality of information obtained through the ROISD network.
- Students will help ROISD 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). Incidents can also be reported via the StopIt App.
- Students will turn in the device in the same condition as when it was issued to their school at the end of each school year or upon withdrawing, graduating, suspension, or expulsion unless specifically authorized by the district. Any damage or loss will be subject to applicable fees.





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- 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 per teacher discretion.

### **Student Discipline**

The violations and consequences outlined by this Student Device Responsible Use Guidelines are aligned with the ROISD Student Code of Conduct levels of infractions. The discipline procedures in the ROISD Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property.

This applies to all ROISD 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, expelled.

### **INFRACTIONS AND 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.