



2026-2027

MANSFIELD ISD

STUDENT & FAMILY DEVICE USAGE HANDBOOK



Our Mission

MISD Technology's mission is to provide teachers the support they need for instruction, students the tools they need for success and parents the peace of mind knowing their students are being taken care of.



Revised February 2026

MANSFIELD ISD STUDENT & FAMILY DEVICE USAGE HANDBOOK

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Introduction

Our Mission is “To inspire and educate students to be productive citizens.” To support our students, Mansfield ISD is excited to provide all students with a mobile device for use in both the classroom and home. Students will be provided with an account to access the district's protected network, providing them filtered access to the internet to execute coursework and support student learning. Students will also be provided with a district managed account(s) to provide access to district network, filtered internet, approved programs, and email for the purposes of communicating and responding to district staff and collaboration with other students.

With this educational opportunity comes responsibility. It is important that you read this device usage handbook and become familiar with the policies governing student use of Mansfield ISD's technology equipment.

This handbook is intended to provide important information and guidelines to support and guide the effective and responsible use of these tools to enhance the learning of our students. The procedures and information within this handbook apply to all student devices at Mansfield ISD schools and facilities during and outside of school hours. Teachers may set additional requirements for use in their classrooms.

Student Device Overview

Mansfield ISD will provide classroom-based iPad sets to students in grades PK-1 and classroom-based Chromebook sets to grades 2-5. Students in grades 6-12 who have opted into the device program via online enrollment, may request a chromebook from the District. Laptops may be provided for special programs. Devices may vary based on program, choice schools, and other variables. Device selection and distribution is subject to change annually due to budget consideration, legislative changes, district policy changes, and equipment manufacturer changes.

Mansfield ISD Student Responsible Use Policy

Mansfield ISD provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's networks, servers, computers, mobile devices, peripherals, applications, databases, online resources, internet access, email, and any other technology designated for use by students, including all new technologies as they become available. Please note that the internet is a network of many types of communication and information networks, including websites and app resources, such as blogs, e-portfolios, Google for Education, Microsoft 365, webcasts, etc., and is part of the District's electronic communications systems. Websites and apps offer a variety of future-ready opportunities. Equipping our students with communication, collaboration, critical thinking, and creativity skills is essential. With this educational opportunity comes responsibility.

In accordance with the Children's Internet Protection Act, Mansfield ISD educates staff and students regarding appropriate online behavior to ensure internet safety, including the use of email, websites, and apps. While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use.

Access to the Mansfield ISD network is a privilege. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Appropriate use of Mansfield ISD technology may include the following:

- Students must only open, view, modify, and delete their own files.
- Internet use at school must be directly related to school assignments and projects.
- Students will be issued student email and network accounts. Account use should be for educational purposes only.
- Students must immediately report threatening messages or discomfoting internet files/sites to a teacher.
- Students must at all times use the District's technology infrastructure in ways that are kind and respectful.
- Students are responsible at all times for their use of the District's electronic communications system and must assume personal responsibility to behave ethically and responsibly.

The following examples of inappropriate use are strictly prohibited:

- Individual use that interferes with others' use and enjoyment of the technology infrastructure. Use in a manner that is not consistent with the mission of Mansfield ISD, misrepresents Mansfield ISD, or violates any Mansfield ISD policy is prohibited.
- Use of the District systems for illegal or unlawful purposes, including but not limited to hacking, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading computer viruses).

- Viewing, copying, altering, destroying, or attempting any of these actions on data, software, documentation, or data communications belonging to Mansfield ISD or another individual without authorized permission.
- Violating the policies of any network accessed through their district-provided user account.
- Sharing usernames and passwords with others; and/or borrowing or using someone else's username, password, or account access.
- Electronically posting personal information about oneself or others (e.g., addresses, phone numbers, and pictures).
- Disabling or attempting to disable any system monitoring, filtering, or security measures.

Consequences for inappropriate use include:

- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Suspension of access to the District's electronic communications system.
- Revocation of the District's electronic communications system account(s).
- Termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user.
- Possible criminal action.
- According to Texas Penal Code Chapter 33.07 it is illegal to impersonate someone online. Please see the complete Texas Online Impersonation statute here (<http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.33.htm#33.07>).

All students in Mansfield ISD must adhere to the following standards of responsible use while using district equipment and networks:

- The District may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students are always responsible for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise. Students will not retrieve, save, distribute, or display hate-based, offensive, sexually explicit, or otherwise inappropriate material.
- Students must not access, modify, download, or install, or attempt any of these actions, on computer programs, files, or information without authorization.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading/streaming music, watching video broadcasts, participating in chat rooms, etc.).

- Students must not alter or attempt to alter computers, networks, servers, printers, or other equipment except as directed by a district staff member. Students will refrain from attempting to bypass, hack, or circumvent security settings or Internet filters or interfere with the operation of the network by running scripts, installing unauthorized software, or unapproved web-based services.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Mansfield ISD.
- Students must not release personal information on the Internet or electronic communications.
- If a student finds an inappropriate site or image, they must immediately minimize the program and contact the instructor.
- Students should avoid material that could be considered offensive. Students should notify a teacher or administrator immediately if they encounter materials which violate appropriate use.
- Students are always responsible to keep their district issued network and email account safe and secure. Do not share usernames, passwords, or other account information, nor attempt to access other users' accounts. Report any suspected unauthorized use of their account to a teacher or district official immediately.
- Impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.
- Students will use electronic mail and other means of communication such as blogs, wikis, podcasting, chat, instant-messaging, discussion boards, and virtual learning environments responsibly. Students must not create/publish/submit/distribute or display abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal material (including AI generated content), and should report any instances encountered.
- Students will refrain from the use of or access to files, software, or other resources owned by others without the owner's permission. They will use only those school network directories that are designated for student use and for the purpose designated by the teacher.
- Students shall respect the intellectual property of other users and information providers. They will obey copyright guidelines and will not plagiarize or use the work of others without proper citation and permission.
- Students will be polite and use appropriate language in electronic mail messages, virtual learning environments, online postings, and digital communications with

others. They will refrain from using profanity, vulgarities, or any other inappropriate language as determined by school administrators.

- Violation of any of these standards may result in suspension of computer use, internet privileges, and/or other disciplinary action.

The District makes no guarantee that the functions or the services provided by or through the District system/network will be error-free or without defect. The District will not be responsible for any damages the user may suffer, including but not limited to loss of data or interruptions of service.

The District is not responsible for the accuracy or quality of the information obtained through or stored on the system/network. The District will not be responsible for financial obligations arising from unauthorized use of the system/network.

Computer network privileges, including Internet access, will be granted after the online registration signature page acknowledging the MISD Technology Responsible Use policy is received. By signing, you and your child agree to comply with the responsible use policy presented here.

Student Acknowledgment

When accepting a device, I acknowledge the following rules and conditions:

- I will use technology in a meaningful, safe, and responsible way.
- I understand that I represent Mansfield ISD in all my online activities.
- I understand that what I do on social media should not reflect negatively on my fellow students, teachers, or Mansfield ISD.
- I will use technology resources productively and appropriately for school-related purposes.
- I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will use digital communication (email, texting, video, and photo sharing apps) with the understanding that I am creating a digital reputation.
- I understand that both the school network and my school account are the property of Mansfield ISD, and I understand that any activity conducted on these platforms may be subject to monitoring.
- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement, as outlined in the Mansfield ISD Student Handbook.

Parent/Guardian Responsibility

Parents/Guardians should:

- Develop rules for home use.
- Demonstrate interest in what your student is using their device for and how it is enhancing learning.

- Check on your student's progress.
- Set expectations for hours of use.
- Notify a Mansfield ISD staff member if you see, hear, or encounter any inappropriate information.

Encourage your student to:

- Keep devices, cases, and accessories in good condition.
- Promptly report any damage through the Incident IQ ticketing system.
- Charge devices nightly.
- Notify a Mansfield ISD staff member if you see, hear, or encounter any inappropriate information.
- Use kind, safe, and respectful online etiquette.

Schools' Responsibility

Schools will:

- Teach care and responsibility for devices.
- Reinforce Student Responsible Use Policy.
- Teach students to use digital tools and online resources.
- Encourage students to use digital tools to collaborate, communicate, and create as part of their learning process.

Personal Device Use

House Bill 1481

Phones and other devices must be stored out of sight for the duration of the school day, meaning the start of the first class until the end of the last class of the day. (See specific times below). Under the new law, students may no longer access their phones or other devices during lunch or passing periods.

Guidelines for Use for Grades PK-12

Students are prohibited from using phones (smartphones and flip phones), tablets, smartwatches, radios, pagers, and any device capable of telecommunication or digital communication during the school day. They are considered personal electronic communications devices.

Students:

- May use only a district-issued device during the school day.
- Must keep their personal communication devices turned off during the school day.

- Must store their personal communication devices securely out of sight, such as inside a backpack, tote bag, or another personal item from the beginning of first period until the end of the last period of the day. Storage may not be on their person or in an item of clothing. See official storage times below:
 - Elementary: 8:00 am - 3:30 pm
 - Intermediate: 8:30 am - 4:00 pm
 - Middle: 8:45 am - 4:15 pm
 - High: 7:25 am - 2:55 pm
 - Ben Barber/Frontier: 7:00 am - 2:30 pm
- Who violate this statute will be subject to disciplinary actions.
- Who have a prohibited device out during the school day will have it confiscated.
- May make arrangements to retrieve a confiscated device at the end of the day.

Review the district website for additional information, including authorized times to use personal devices, exceptions to the guidelines, statement of expectations and consequences for unauthorized use.

<https://www.mansfieldisd.org/departments/student-services/house-bill-1481>

Device Distributions:

Devices will typically be distributed at the beginning of the school year and are intended for educational purposes only. Devices may be distributed anytime during the school year as deemed necessary or when other upgrades are required. Device distribution for in-person learners will be conducted during the school day at the campus where the student is enrolled.

- Pre-K through 5th grade will have access to a classroom device.
- 6th grade through 12th grade will have the option to receive a district device.

The device will be issued upon request via Incident IQ in accordance with:

- Acknowledgement of Responsible Use Policy.
- The parent/guardian and student's acknowledgement and acceptance of the Student Handbook, which is signed by the parent/guardian during the enrollment/registration process.
- The parent/guardian must opt-in during the enrollment/registration process for their student to be eligible to receive a device.

Device Return:

- Students exiting the district must return their device prior to the last day enrolled. Parents will be issued fees for damaged devices, as well as devices not returned. Official transcripts may be delayed or withheld pending payment.
- Graduating Seniors must return their device at the specified time prior to graduation. Date and time will be communicated by home campus. Failure to return the device may result in the official transcript being withheld.
- The district reserves the right to pursue any remedies available to it at law or in equity, including but not limited to criminal or civil charges, for failure to return the device.

Device Care:

Students should follow these best practices to ensure their device is functioning each day:

- Students will bring their fully charged district-issued device to school every day.
- Students must report any device that is broken or not working properly to their campus technician via Incident IQ ticket.
- Students/guardians should never try to repair the device or have someone outside the district work on the device.
- This device is assigned to a specific student to use for instructional purposes.
(Grades 6-12)
 - Do not lend your device and/or accessories to other people.
 - Do not borrow a district-issued device from another student.
 - Student devices should not be left on campus after hours or on buses.
 - The student to whom a device or accessories is issued may be financially responsible for any damage or loss.
- Do not remove any district stickers or identifying labels attached to the device, bag/case, or accessories.
- Do not place the device between large books or in binders in a backpack.
- Do not leave a device in an environment with extreme temperatures such as outdoors, in the sun, or in a car.
- Clean the screen with a soft, dry microfiber cloth. Do not use Windex or other harsh chemicals to clean the screen.
- Do not leave your device unsupervised at any time or anywhere in a public space.
- Keep your passwords private and not to share them with others.
- Remember to exercise caution when near food and drink, as they can damage your device.
- Always keep the device in its assigned case. This will reduce the probability of it being damaged.

- Cables and USB accessories should be carefully inserted into the device to prevent damage and stored in a manner that does not cause undue stress on the cord or connections.
- Devices should not be placed near magnets or magnets adhered to the case. Magnets can corrupt data.
- When charging a device, use only a district provided charger for that device model, third-party chargers may cause damage to the device.

Device Personalization:

The device is issued to a student, however it remains the property of Mansfield ISD. Therefore, inappropriate media may not be used as wallpaper. Any imagery or symbols related to weapons, pornographic materials, inappropriate language, alcohol, drugs, or gangs may result in disciplinary action. Devices, including accessories, must remain free of any personalized writing, drawing, stickers, graphics, or labels.

Managing Files and Coursework:

Depending on the device issued, some storage space may be available on the device. The device will not be backed up by the District, and student work could be lost in the event of device failure. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

The following platforms are available for student storage.

- Google Drive
- Microsoft OneDrive (based on the program)

Mansfield ISD makes no guarantee that the district network will be up and running 100% of the time. When the network is down due to outages, required updates, or any other reason, the district will not be responsible for inaccessible, lost, or missing data. The district will make every attempt to notify all users of anticipated downtime.

Operating System and Applications:

Updates to the operating system and applications are required from time to time. The district will provide and maintain all updates on district-issued devices. User interaction and intervention may be occasionally required to execute updates.

All applications and software installed by the district must remain on the device. Any attempt to alter or delete the installed software may result in forfeiture of the device or disciplinary action.

Additional applications may be installed at the request of the teacher and with the approval of the Curriculum and Instruction Department.

Financial Information

What's Covered:

This section covers all known and anticipated costs for the device. Although every attempt has been made to anticipate costs, there may be unforeseen costs not mentioned in this section that will be handled on a case-by-case basis. To qualify for coverage under the protection plan, damage to the device must be considered repairable and not deemed intentional or negligent.

Optional Device Protection:

Please see the district website for available optional device protection information.

Damaged, Lost, or Stolen Device & Accessories:

- A lost or stolen device must be reported immediately by entering an Incident IQ Ticket found on the district's Technology website and available on the student's Classlink dashboard. If you are unable to enter a ticket, please contact the Technology Department.
 - Devices stolen outside of MISD must be reported to the local police where the device was stolen, and a copy of the full police report must be attached to the Incident IQ Ticket.
- Repair and replacement policies are similar to policies for textbooks or other school materials/equipment. Should you have questions regarding lost or damaged devices, please contact the Technology Department.
- If a device or accessory is damaged, the student and the parent/guardian are responsible for the cost to repair or replace the device if not covered by optional device protection. Any additional/replacement accessories must be purchased through MISD.
- Parents will receive a Skyward Fee Management statement for charges related to the replacement or repair of the device.
- Failing to pay for a lost or unreturned device could lead to legal consequences, including civil or criminal charges.

Costs in the table below are estimates and assume that each component is repairable. Actual costs may vary due to market fluctuations and other factors outside the district's control.

Pricing Changes: *Due to rising costs and inflation, Chromebooks and laptop prices have increased. While we strive to maintain affordable rates for our families, parents/guardians may see increased pricing reflecting these current economic trends.*

Chromebook & Components	
Chromebook Replacement	\$425.00

Chromebook Repair (Under Protection Plan)	\$25.00-\$250.00
Chromebook Repair (Without Protection Plan)	\$50.00-\$350.00
Power Cord Replacement	\$20.00
Protective Case Replacement	\$25.00
Intentional Damage/Negligence/Graffiti	\$25.00-\$425.00
ECBS & STEM Laptop & Components	
Laptop Replacement	\$925.00-\$1775.00
Laptop Repair (Under Protection Plan)	\$50.00-\$325.00
Laptop Repair (Without Protection Plan)	\$100.00-\$500.00
Power Cord Replacement	\$63.00
Protective Case Replacement	\$35.00
Intentional Damage/Negligence/Graffiti	\$35.00- \$1775.00
Hotspot & Components	
Hotspot	\$150.00
Charger	\$15.00

Graffiti, Vandalism, and Intentional Damage:

Graffiti is defined as permanently marking, painting, drawing on, or adding stickers to a device and/or accessories. The deliberate defacement of a district-issued device or accessory will be considered graffiti. Excessive graffiti may be considered vandalism.

Vandalism is defined as any intentional action that harms or destroys network or computer equipment and/or data. The deliberate, willful, reckless, or negligent damage of a district-issued device or accessory will be considered vandalism. It also includes, but is not limited to, uploading, creating, or transmitting computer viruses/malware. Parents/Guardians will be responsible for the cost to repair or correct damage resulting from intentional harm to the district's network and equipment.

Another Student At Fault:

If you believe another student may be responsible for the damage, report the incident to your campus administration within 14 days of the incident. Campus administration will investigate the incident and report findings to the Technology department.

Paid device coverage does not extend to the breakage of another student's device that is identified as a disciplinary issue by the campus administration.

For more information, please visit the following link on the MISD website:
<https://www.mansfieldisd.org/departments/technology/district-issued-devices/broken-damaged>

Internet Safety:

Congress passed the Children's Internet Protection Act (CIPA) in 2000, tying E-rate program discounts to a school's Internet safety policy. The FCC requires three elements for compliance: content filtering to prevent access to obscene, pornographic, or harmful images; monitoring of online activities of minors; and education in appropriate online behavior and cyberbullying awareness.

To comply with CIPA, Mansfield ISD employs a variety of methods to manage devices, including internet filtering, device management, and application restrictions. Internet filtering collects information about the sites students access. If a student attempts to access an inappropriate site, a block or firewall screen is generated, and the filtering software blocks the viewing of the site.

To ensure functionality and access to district materials and programs, all district-issued devices must be used with district-provided accounts and connected to the appropriate MISD network.

Passwords are the first level of security for user accounts. System logins and passwords are to be used by the authorized user only and should never be shared.

- Never use another's user account or password.
- Do not reveal or insert your password in emails or on other websites.

Students under 13:

The Children's Online Privacy Protection Act (COPPA) is a federal law that regulates the online collection of personal information from children under the age of 13. The law generally requires website operators to provide parental notification and obtain parental consent before collecting personal information from these students. However, COPPA also authorizes school districts to provide this consent when the collection of information is for the use and benefit of the school and for no other commercial purpose. Parents can obtain more information regarding COPPA via the Federal Trade Commission website at www.ftc.gov.

In effort to succeed in a global community of the 21st Century, Mansfield ISD will use or recommend certain web-based applications to enhance your child's learning experience. These may include tools such as [Canvas, Google Apps for Education, ClassLink, or others]. The use of these services requires the District to disclose certain student information to the operators of these online services. A list of core applications and websites can be found on the district's website on the Curriculum Management Plan and ClassLink. The use of online services requires the District to disclose certain information to the operators of these services.

According to the Student Code of Conduct students are responsible for appropriate behavior on the district's technology infrastructure. Communications on the network

are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/ her actions in accessing and utilizing the school's technology infrastructure.

Digital Citizenship:

The use of student devices and the network is a privilege. Students are responsible for what they say and do on the network. It is important for the user to stop and think before communicating and to always show respect for others and for the ideas of others. Students must assume that none of their data is private or confidential and any and all communication may be subject to review by the District and local, state, and federal law enforcement agencies. Periodic checks may be made by designated staff and the Technology Department to make sure that required software and applications have not been removed by the student.

Using the Device at Home:

Devices will be filtered and monitored both on and off campus using a district-managed filter. It is recommended that parents/guardians monitor use and set limits for their students' use of the device while at home.

- Provide a location in the house for the student to charge the device each evening, so the student will bring a fully charged device to school every day.
- Use the device in a shared or common space in the home where everyone can see the screen.
- Do not post personal information such as addresses, telephone numbers, the name and location of your home or school, or photos without parent/guardian permission.
- Any cyberbullying and threats should be reported to teachers or campus administration immediately.

Extra care should be taken at home not to leave the device or any accessories within reach of pets, siblings, or other family members who should not have access to the device or could damage it.

If a student receives digital correspondence that makes them feel uncomfortable, they should tell a parent/guardian and campus administrator immediately.

- Families should talk about how to recognize and avoid online predators.
- Adhere to the Mansfield ISD security software & filters.

No Expectation of Privacy:

Mansfield ISD provides an internal network infrastructure, user accounts, and filtered internet access as tools for education and research in support of the district's mission "to inspire and educate students to be productive citizens." The district reserves the right to monitor, inspect, copy, review, remove, and store information without prior notice regarding the content and usage of:

- Network.
- User files and disk space utilization.
- Applications and bandwidth utilization.
- Email and Communications.
- Internet access.

No student user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Texas.

Email Accounts for Students:

All Mansfield ISD students are issued a district Gmail account (Grades 3-12). This account allows students to safely and effectively communicate and collaborate with Mansfield ISD staff and classmates.

- District-provided email accounts should only be accessed by the authorized user and used for educational purposes or school business.
- All email and content are the property of the district.
- Students must protect their password.

Examples of Unacceptable Use of Email Accounts:

- Non-educational-related forwards. (e.g., jokes, chain letters, images)
- Harassment, profanities, obscenities, discriminatory remarks, cyberbullying, hate mail, racist or derogatory terms.
- Emails for individual profit or gain, advertisements, or political activities.

Copyright:

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images or other copyrighted materials without specific written permission of the copyright owner is strictly prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

International Travel:

Mansfield ISD cannot provide any guarantee of service or connectivity outside of the United States. Many applications and log-on services require secure connections only available while in the United States. Mansfield ISD will not be responsible for providing secure connections for students traveling abroad.

Terms of Agreement:

The student's right to use and possess the property terminates no later than the last day of enrollment in Mansfield ISD, unless terminated earlier by the district.

Each student is required to comply with this MISD Student and Family Device Usage Handbook as well as the MISD Student Handbook and Board Policy. Any failure to comply may terminate the student's rights of possession, effective immediately, and the district may repossess the property.

Mansfield ISD has legal title to the property at all times. The student's rights of possession and use are limited to and conditioned upon the student's full and complete compliance with the MISD Student Handbook as well as complete compliance with this handbook. At all times, Mansfield ISD retains the right to collect, inspect, filter and alter the device as deemed necessary. The district reserves the right to perform an annual audit of devices. All students must bring their device and accessories to the campus when requested by Technology or campus administration.