2026-2027 LHISD Student 1:1 Device Manual

TOGETHER, WE ARE BUILDING CHAMPIONS.

TABLE OF CONTENTS:

INTRODUCTION	2
DEVICE FEES	2
DEVICE DAMAGE OR LOSS	3
INFRACTIONS & CONSEQUENCES	4
STUDENT DEVICE GUIDELINES	4
TAKING DEVICES HOME	5
MANAGING FILES & SAVING WORK	6
OPERATING SYSTEM & APPLICATIONS	6

INTRODUCTION

Liberty Hill ISD offers a 1:1 device program to ensure every student has access, supporting their ability to build knowledge, develop skills, and share their learning in innovative and meaningful ways. To sustain this program, students are encouraged to maintain their devices in good condition, which helps extend their lifespan and ensures the district can continue providing individual devices for learning.

Please note that the LHISD 1:1 program procedures are subject to change based on district needs.

As outlined in Texas Education Code (TEC) § 31.104, it is the responsibility of the student or parent/guardian to return an issued device in an acceptable condition:

> "A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian."

DEVICE FEES

The district offers an annual, non-refundable ($40) fee option for 6th-12th grade students to help cover accidental damage. While the fee does not cover all damage scenarios, it offers a significantly more affordable option than out-of-pocket costs because we know unexpected expenses can be a burden for families.

If a parent/guardian chooses not to pay the device fee, they will be responsible for the full cost of repairs or replacement for any damage or theft. Damage costs are indicated in the Repair Costs table below.

Elementary students will also have access to a district-issued device to support and enhance their instructional activities in the classroom. No fees will be charged for PK-5th grade students outside of intentional damage, which will be assessed based on the Repair Costs table.

$40 NON-REFUNDABLE FEE OPTION	
Accidental Damage	1st accidental damage – covered 2nd accidental damage – $40 Additional accidental damage – Repair or replacement cost
Theft - Police report required	1st theft – No replacement cost Additional theft – Full replacement cost
NOT COVERED BY DEVICE FEES	
Intentional Damage	Repair or replacement cost
Loss of Device	Replacement cost ($475)
Power Adapter	Replacement cost ($35)

REPAIR COSTS	
Item:	**Repair Costs:**
Screen Repair (touchscreen or non-touchscreen, all grades)	$100
Keyboard (top case)	$75
Top Cover	$50
Bottom Cover	$50
iPad Case	$40
iPad Keyboard	$75
Logic Board (liquid spills)	$225
Removal of Stickers	$25
Full Replacement	$475

Collection of Fees and Repair Costs:

- Payments can be made through the district's online payment portal or at the student's campus. Online payments may include a small credit card processing fee.

Students with outstanding fees or fines will not be issued another device until the balance is resolved.

DEVICE DAMAGE OR LOSS

If a student device is damaged, lost, or stolen, the following guidelines apply:

Damaged Devices:

Any student device that malfunctions or is damaged must be reported to school personnel immediately.

- **Accidental damage** refers to damage that happens during normal and appropriate use of a device.
- **Intentional damage, neglect, or misuse:** LHISD does not cover repair or replacement costs for intentional damage to devices. If intentional damage or gross negligence is determined, the student and parent/guardian are fully responsible for repair or replacement costs. Intentional damage is considered vandalism and is subject to disciplinary action per the Student Code of Conduct. Devices damaged due to neglect or misuse may result in the student losing access to district devices.
- **Assessment of damage and repairs** will be handled by the LHISD Technology Department or an authorized agent.

Missing or Lost Devices:

Missing devices must be reported immediately to school personnel.

- A device not brought to school for three consecutive days, without communication from the student or parent, may be classified as missing.
- When reporting a lost device, include details such as:
    - Student name, ID #, last known location, and circumstances surrounding the loss.
- LHISD utilizes systems to manage district devices, which may be used to locate, disable, or lock missing devices.
- If a lost device is found after payment is made, a refund will be issued minus the cost of any damages.

Theft and Vandalized Devices:

Devices stolen or vandalized on or off school property must be reported to school personnel immediately.

- **Off-campus incidents:** A police report must be filed by the student/guardian, and a copy submitted to the campus personnel within 48 hours.
- **On-campus incidents:** A police report must be filed with the **Campus School Resource Officer (SRO)**, and a copy submitted to the campus personnel within 24 hours.

INFRACTIONS & CONSEQUENCES

Infractions and consequences are determined by **campus administration** based on the **LHISD Student Code of Conduct**, **LHISD Student & Parent Handbook**, and **LHISD Student 1:1 Device Manual.** If a student fails to meet behavior expectations or acceptable use guidelines, appropriate consequences will be enforced, up to and including loss of device access both inside and outside of school.

Student Discipline:

The violations and consequences outlined in this **LHISD Student 1:1 Device Manual** align with the **LHISD Code of Conduct** levels of infractions. The Code of Conduct addresses all types of offenses, including theft and destruction of school or personal property, which applies to all LHISD property, including school-assigned devices.

Depending on the severity of the offense, students may face consequences such as loss of device usage rights and/or network access, in accordance with the **Student Code of Conduct**.

STUDENT DEVICE GUIDELINES

Students are responsible for the care and proper use of the devices issued to them and for any activity on the device.

General Procedures and Precautions:

- The device identification tags must remain intact and free of any alterations, including stickers, graffiti, or other markings.
- Students are responsible for keeping their devices in good working condition.
- Devices and accessories, such as power cords, must remain free of writing, drawings, stickers, or other decorations not issued by LHISD.
- Cords should be inserted carefully to avoid damage and stored without placing stress on them.
- Devices should not be exposed to direct sunlight, excessive heat, or severe cold.
- Avoid placing devices near magnets, as they can damage electronic equipment.

Storage of Devices:

- Elementary students (PK-5th) typically store their devices in designated classroom carts.
- Students must securely store their devices in a safe location when not in use.
- Any device found in an unsupervised area should be taken to appropriate school personnel.
- Nothing should be placed on top of the device when stored.

Transport of Devices:

- Students are responsible for securing AND protecting their assigned device and accessories during transport.
- A backpack with a padded compartment designed for device protection is **strongly recommended.**
- Devices should never be carried by the screen.

Screen Care:

Device screens are sensitive and prone to damage from excessive pressure or rough handling. Follow these guidelines to protect the screen:

- Close laptop screens carefully, ensuring no objects (e.g., papers, pencils) are left inside.
- Do not lean on closed devices or place pressure on them.
- Use a clean, dry, soft cloth or anti-static cloth to clean the screen. Avoid using cleaners or liquids.

Personalization of Devices:

LHISD encourages student creativity while maintaining district guidelines:

- **Device Surfaces:** Students may not apply stickers, engravings, or other decorations directly to the device.
- **Laptop/Chromebook Cases:** Students may purchase laptop snap-on cases to personalize with decorations such as stickers or graphics that do not violate the **LHISD Code of Conduct.**
- **iPad Cases:** iPads will remain in district-provided cases.
- **Lockscreen and Wallpaper:** The district may have pre-installed lock screen and wallpaper images on devices.

Returning a device:

- Use and possession of the device will end based on the campus's end-of-school device check-in schedule.
- Students must return the device and all accessories if they transfer, withdraw, or are expelled from LHISD.
    - Failure to return the device will result in the assumption that it has been lost or stolen. The District will take action, including involving local law enforcement, to reclaim the device and accessories.
- Accessories (e.g., charging cords and adapters) provided by the school must be returned with no modifications and only normal wear. Failure to comply may result in a replacement cost.
- If a student withdraws during the summer when campuses are closed, the device and accessories must be returned to the **LHISD Technology Office** at **500 Championship Drive, Liberty Hill, Texas 78642**.

<u>TAKING DEVICES HOME</u>

Devices Left at Home:

- If a device is left at home, the student is responsible for completing coursework as if the device were present.
- If a student leaves their device at home on a testing day, a replacement device may not be available.

Charging the Battery:

- Devices must be brought to school fully charged each day.

Home Internet Access:

- Students may connect their devices to home wireless networks for Wi-Fi access, but connectivity may not be guaranteed in all home environments.

Parents/guardians are responsible for monitoring their child's online activity and behavior while using the device outside of school.

MANAGING FILES & SAVING WORK

Saving to the Student Device:

- It is the student's responsibility to safeguard their work and ensure it is not lost due to mechanical failure or accidental deletion.
- While some storage space may be available on student devices, this storage is not backed up and will be erased if the device is re-imaged.
- Storage on student devices is **limited** and is prioritized for educational use.

Network Connectivity:

- LHISD does not guarantee that the network will be operational 100% of the time and is not responsible for data that becomes inaccessible, lost, or missing during network outages.

OPERATING SYSTEM & APPLICATIONS

District-Installed Apps:

- Each device comes preloaded with a base set of apps and may periodically be updated with additional apps for specific courses or educational needs.
- Apps installed by Liberty Hill ISD must remain on the device in usable condition and be easily accessible at all times.

Operating System and App Updates:

- Updates for the operating system and apps will be provided and maintained by the District.
- Students may be required to reboot the device or install applications as directed by district personnel.