

Legacy Middle School

Student Device Handbook 2026 - 2027

OVERVIEW

The Legacy 1:1 chromebook program facilitates:

- Access to digital educational resources
- Personalized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Digital citizenship and literacy skills

The information within this document applies to the 1:1 Chromebook Program at Legacy Middle School. Please note that teachers may set additional requirements for use in their classrooms. Throughout this handbook, the term device will be used interchangeably to mean Chromebook, iPad, hotspot, or other computing devices.

LOST OR DAMAGED DEVICE AND ACCESSORIES

- A device or any of its accessories that are lost (whereabouts unknown) or damaged are the responsibility of the student and family to whom the device is assigned.
- The student may be given a loaner device or accessory as available to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Table of Estimated Repair/Damage/Replacement Costs

(Price as of July 15, 2026, subject to change)

Loss, Damage, or Neglect*	Chromebook*
Device**	\$516
Screen	\$20 (\$135 touch)
Power Adapter/Charger	\$12
Keyboard	\$10
Asset Tag	\$8

*The costs of any other parts needed for repairs will be based on the manufacturer's current price list.

Repair Process

- Student reports damage to their Advisory Teacher
 - Teacher will enter ticket in Eduphoria Help Desk.
 - If damage is intentional, teacher will enter a Culture Team Help form.
 - A bill will be sent to the family for intentional or neglectful damage.
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- Any technical issue with the device must be brought to the attention of technology support staff immediately. This includes but is not limited to: operating system, battery issues, connectivity issues, failure of apps to launch, etc.
 - Any hardware/software repairs that are not due to misuse or damage will be covered without costs, such as manufacturer defects or software issues.
 - Any hardware/software repairs due to loss, damage, or neglect will result in a fine as indicated in the Table of Estimated Repair/Damage/Replacement Costs.
 - Repeated damage, theft, or loss may result in student loss of privileges.
 - The District reserves the right to disable the device remotely to protect the device and/or data on the device.

Failure to comply at all times with the Legacy 1:1 Chromebook Handbook and [Student Responsible Use Policy](#) (RUP) may terminate your rights of possession effective immediately.

RECEIVING YOUR DEVICE

Device will be assigned to student through their advisory. Device will be checked out to the advisory teacher in the Destiny circulation system. Teachers will enter student device assignments on the shared document - 26-27 chromebook assignments.

RETURNING YOUR DEVICE

- Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Student RUP.
- Devices will not be taken off campus. Student will pick up device during morning advisory and return it to their advisory at the end of the day. If the student leaves school early, they are responsible for returning device to their advisory. If a student arrives to school late, they are responsible for picking up device from their advisory.
- If a student fails to return the device, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, charger, and any other peripheral devices/tools provided. Failure to return the device, charger and any other peripheral devices/tools provided will result in a theft report being filed with the East Central ISD Police Department.
- The student will be responsible for any damage to the device, consistent with the Table of Estimated Repair/Damage/Replacement Costs and must return the device and accessories to East Central ISD in good working condition.

TAKING CARE OF YOUR DEVICE

Students and/or guardians are responsible for the general care of the device that they have been issued by the school. Devices that are broken or fail to work properly must be reported for an evaluation of the equipment. Never try to repair the device yourself or have someone outside the ECISD Technology Department work on it, as this could void the warranty and cause you to incur additional charges. If repairs are needed, please take the broken device to the designated campus representative.

General Precautions

- The device is school property and all users will follow the policy in the Student Code of Conduct in the section labeled General Types of Prohibited Conduct.
- Do not loan devices to other students.
- Do not borrow a device from another student.
- Do not share passwords or usernames.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels unless added and/or provided by Technology staff. Spot checks for compliance may be done by administrators or teachers at any time.
- No food or drink is allowed next to your device.
- Vents cannot be covered.
- Students should never carry their Chromebooks or laptops while the screen is open.
- Devices must have an East Central ISD inventory tag on them at all times and this tag must not be removed or altered in any way. If the inventory tag is removed, disciplinary action may result.
- Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Devices are very sensitive to extreme heat and extreme cold, therefore, leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the device as it could cause the device to break.

Unauthorized Access and Damaging Another Student's Device

- Access to another person's account, device, or computer without their consent or knowledge is considered hacking and is unacceptable (refer to Student RUP).
- The student and family assigned to the device is responsible for all damages on that device. If a student damages or breaks another student's device and/or charger the student who is assigned to the device will be responsible for all expenses related to repairs or replacement of the device and/or charger.
- If another student damages the device, the student/family must immediately notify the teacher and/or administrator of the incident.

Screen Care

The device screens can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not grasp Chromebook or laptop screens by wrapping your hand around the screen, your thumbs could shatter the screen.
- Do not lean on top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any cleaning solvents.
- Do not “bump” the device against lockers, walls, car doors, floors, etc. It may break the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

USING YOUR DEVICE AT SCHOOL

Devices are intended to support school-based activities. Students are expected to care for and keep up with the device throughout the school day.

Digital Citizenship

- Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, families, teachers, future college, or employers to see.
- Follow the district's Responsible Use Guidelines when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way and make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone.
- Do your own work. Do not use other people's intellectual property without their permission. Be aware that it is a violation of Copyright Law to copy and paste other people's work, including pictures, into your own without proper permission granted. Cite all sources.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using another's identity.
- If you encounter inappropriate material online while on school district property that makes you feel uncomfortable or is not respectful, report it to your teacher or school administrator.

Photo Library

- Inappropriate media should not be on the device.
- The device should not be used to take photos, post them online and manipulate them in a way that violates your Student RUP.

Music, Videos, Games, Apps, Extensions, or Programs

These guidelines must be followed in accordance with the Student RUP. Please note this is not an all-inclusive list.

- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement also violates the District's Internet Service Provider's terms of service and could lead to limitation or suspension of the District's Internet service.
- Purchased, legal personal media is allowed on the device.
- Inappropriate content will not be allowed on devices.
- Apps rated 17+ or games with an ESRB rating of Mature are not allowed on student devices. 17+ rated apps, R & NC-17 rated movies, TV-MA rated content and Explicit Content are not allowed on student devices.
- Any violation of this policy may result in disciplinary action.

Deleting Files / Apps / Extensions

Do not delete or move any apps, extensions, folders or files that you did not create or that you do not recognize. The deletion of certain files or apps will interfere with your ability to complete certain coursework and may affect your grades.

Device Undergoing Repair

If a device needs repair, the student will report the issue to their advisory teacher. The advisory teacher will complete an Eduphoria Help Desk ticket for the repairs. The device will be taken to the library for repairs. If a loaner/replacement device is available, one will be checked out to the student through the library. The student will be responsible for any damage or loss to the loaner/replacement device while it is in their possession.

USE OF STUDENT DEVICES ON THE DISTRICT NETWORK

East Central ISD is committed to the importance of a student being able to continue with his/her work when his/her device is experiencing problems. To assist with this problem the District is providing the following:

MANAGING FILES AND SAVING WORK

Google Workspace for Education

- East Central ISD utilizes Google Docs, Sheets, Classroom, Slides, Drive, and Forms.
- Chromebooks seamlessly integrate with the Google Workspace for Education suite of productivity and collaboration tools.
- Students are only allowed to install ECISD approved Chrome apps and extensions from the Chrome Web Store. All other apps will be blocked for installation.
- Students are responsible for the web apps and extensions they install on their devices. Any inappropriate material may result in disciplinary action.
- Some apps will be available to use when the device is not connected to wifi.

INTERNET SAFETY

There are many sites on the Internet that can be potentially dangerous to minors. Every effort is made to block these sites with the District content filter while students are working online in school in accordance with CIPA laws. No internet filtering device (including ECISD's) is 100% effective. The District can make no guarantee that all inappropriate content will be filtered. New internet sites and proxies are created every day preventing filtering devices from capturing or blocking all inappropriate sites. Students are in violation of district policy if they access these sites through proxies or by removing ECISD profiles.

NO EXPECTATION OF PRIVACY

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to

the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology staff may use monitoring software that allows them to view the screens and activity on student devices while at school.

Downloaded Files

- All pictures, materials, and documents downloaded onto the devices are the property of ECISD.
- Personal portable storage devices (jump drives, flash drives, etc.) may be attached to a district device. Data on the personal portable storage device is subject to review, inspection, and confiscation by the Director of Technology or other district personnel.

Student Device Handbook

Student Pledge

I agree to the following conditions:

- I will follow all of the policies and regulations included in the Legacy Student Device Handbook and the East Central ISD Student [Responsible Use Policy](#) (RUP) while at school as well as outside of the school day.
- I agree to return the District device at the end of each school day.

Family Pledge

I recognize that it is my responsibility to restrict access to all inappropriate materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child outside of district property.

- I hereby give permission to allow my child to use a district-owned device for the current school year.
- I will assume full responsibility for any harmful or illegal content my student accesses on a district-owned device.
- I also will take full responsibility for any damage my child causes to a district-owned device.
- I understand that this device is designated for educational purposes and therefore my child's actions may be cause for the removal of his/her device privileges.
- I understand that the devices are District-owned and all content stored on the device is subject to review at any time.
- I have read and understand the Legacy Student Device Handbook, Student RUP, and Student Code of Conduct.
- I understand that the use of the District's device is a privilege and violations of the policies will be subject to the disciplinary/legal actions outlined in the Legacy Student Device Handbook and Student RUP.

If my student fails to return the device, charger, and any other peripheral devices/tools provided as requested or at the end of the school day, my student or I may be subject to criminal prosecution or civil liability. We will also pay the replacement cost of the device, charger, and any other peripheral devices/tools provided.

We accept responsibility for reviewing the LMS Connected Device Checkout Handbook. If I have any questions regarding this handbook, I should direct those questions to the campus administration or a technology staff member at my home campus.