

HIGHLAND ISD



STUDENT & PARENT LAPTOP POLICY HANDBOOK

2023-2024

RECEIVING THE LAPTOP

Before laptops can be distributed:

- The student and parent/guardian **MUST** complete the online registration.
- An Acceptable Use Policy **MUST** be on file for the current school year.
- Students who wish to participate in the device insurance program **MUST** pay \$25 to opt in to the school program. The maximum cost per family is \$50.
 - THIS IS NON REFUNDABLE.***
- Students may choose to forego chromebook insurance coverage, but will be responsible for the full cost of all repairs, replacements, and lost items.
- Laptops, bags, and chargers **MUST** be returned at the end of each school year. During the summer, they will be cleaned, updated, and re-imaged. Be sure to save all important documents to Google Drive before turning in your laptop.

CARING FOR THE LAPTOP

- Never put anything on the keyboard! No pencils, earbuds...NOTHING.
- No food or drinks around the laptop.
- Close and zip the bag before moving the laptop. The laptop **MUST** stay in the bag.
- **No stickers, writing, or marking on the laptop or bag.**
- Do not expose the laptop to extreme temperatures or conditions.
- Take care when inserting accessories or power cords into the laptop to avoid damaging the connectors.
- Clean the screen with a soft, lint-free cloth, or wipes specifically for LCD screens.
- Don't mash or poke the screen. Try to avoid touching it. Clean it with approved LCD screen cleaner only.
- The laptop comes with a HISD tag on the bag. **DO NOT** remove, change, or tamper with the tag. If the tag comes off, please notify the Technology Director immediately.

TRANSPORTING THE LAPTOP

- The laptop should always be transported in the bag. Do not remove it from the bag during transport.
- Make sure the laptop is turned off inside the bag, except for quick trips between classes. Turn it OFF after school or last use.
- **DO NOT PUT BOOKS, BINDERS, OR OTHER ITEMS IN THE BAG WITH THE LAPTOP.**
- Make sure that nothing is pressing on the screen.
- Keep chargers and other accessories in correct part of bag, and make sure they do not press on the screen.

DAILY AND SCHOOL USE

- Students are expected to bring the laptop to school, with the battery charged daily.
- Repeated failure to bring laptop to school violates this policy, and will result in disciplinary action.
- Mute your sound at school, unless the teacher permits you to use headphones or earbuds.
- Do not loan your charger or laptop to others.
- Your laptop is subject to monitoring at anytime.
- Laptops are also subject to random searches.
- If your laptop is found to have inappropriate material, including music libraries or unauthorized programs, it will be reported to the office for disciplinary action.
- Do not delete any files or folders that you didn't create.
- YOU ARE RESPONSIBLE FOR BACKING UP YOUR OWN FILES.
- Use a USB flash drive or online storage such as Google Drive to make copies of your files.
- Do NOT leave laptops unattended! If a teacher or staff member finds a laptop unattended, she or he will turn it into the Technology Department or the Principal's Office. The student must pay a "lost laptop fee" to recover it.
- Do NOT use the laptops in the cafeteria during breakfast or lunchtime.

SAVE YOUR WORK

- You are responsible for knowing where your files are and keeping them safe!
- Use Google Drive to keep copies of files.
- It is the student's responsibility to make sure that files are not lost due to computer malfunction or accidental deletion!

Computer problems are NOT acceptable excuses for not turning in work!

VIRUS PROTECTION AND FILTERING

- Do not attempt to tamper with the virus protection or filtering programs. Students who tamper with or attempt to bypass school filters will be subject to disciplinary action.
- HISD does not provide Internet service to homes. Please remember that we cannot block 100% of objectionable material, and it is important for parents to be aware of their child's Internet usage at home.

INSTALLED SOFTWARE

- The laptops come with preloaded software consisting of both factory-packaged and school-purchased. DO NOT remove, tamper with, or update any of these programs.
- The school may add, delete, or update programs as needed.
- You can customize your desktop as long as it does not violate the Acceptable Use Policy.
- Students should not add software/apps to the laptops without permission. This includes games!
- REMEMBER - Your laptop is SCHOOL PROPERTY and is subject to being re-imaged at anytime. You might lose programs and data. Be sure to back items up.
- The laptops are the property of Highland ISD and the district is responsible for the content on them.

REPAIRS & MAINTENANCE - WITH SCHOOL-PROVIDED INSURANCE

- If a laptop is not working, please take it to the Technology Director.
- If it is determined the laptop was not working properly due to accidental damage, you will be issued a replacement device on your first incident. For subsequent incidents (or incidents involving malicious/purposeful intent or gross negligence), you must pay the deductible before receiving a replacement device.
- Fixing the laptop may involve re-imaging it. When a laptop is reimaged, all of your files are deleted, and it is restored to its original condition. Make sure you have a copy of your files. They will be deleted.
- Accessories: If the battery, charger, or bag is missing or damaged, the student is responsible for the fee associated for replacement.
- If a laptop is damaged:
 - The school will pay for the cost of the repair on the first incident for accidental damage.
 - If the device is damaged a second time, the student must pay the \$40 deductible.
 - If the device is damaged three or more times, the student/parent/guardian has two options:
 - 1: Pay the full replacement cost of the laptop (\$275) and continue to use school laptop as usual.
 - 2: Pay the \$60 deductible and leave the device at school each day. Student will not be allowed to take device home for school work unless advance permission is granted by teacher and Technology Director.

REPAIRS & MAINTENANCE - WITHOUT SCHOOL-PROVIDED INSURANCE

- If a laptop is not working, please take it to the Technology Director.
- If a laptop is damaged:
 - **The student is responsible for the full cost of repair or replacement. Payment must be received before student will be issued a replacement device.**
- Fixing the laptop may involve re-imaging it. When a laptop is reimaged, all of your files are deleted, and it is restored to its original condition. Make sure you have a copy of your files. They will be deleted.
- Accessories: If the battery, charger, or bag is missing or damaged, the student is responsible for the fee associated for replacement.

TERMS OF LOAN

- A student choosing to participate in the device insurance program must pay \$25 to opt in.
- The student and/or parent/guardian are responsible for compensating the district for the cost of any lost or damaged laptops, chargers, batteries, or bags.
- The laptop, bag, and charger are PROPERTY OF HIGHLAND ISD.
- In the case of a lost or damaged laptop, the student or parent/guardian must immediately notify the school administration.
- Student will be assessed fees or fines based upon insurance coverage election.
- Highland ISD reserves the right to reclaim or repossess the laptop without notice if this policy is violated.
- The laptops are intended to be used by the student. **THEY ARE NOT INTENDED TO BE A REPLACEMENT FOR A HOME COMPUTER.**
- Laptops must be returned at the end of the school year for cleaning and re-imaging.

FEES

LAPTOP AC ADAPTER/CHARGER.....	\$15.00
LAPTOP BAG/CARRYING CASE.....	\$25.00
LAPTOP POWER POUCH.....	\$5.00
FULL REPLACEMENT COST-LAPTOP.....	\$275.00
LOST LAPTOP FEE.....	\$5.00

This is when a teacher/staff member finds an unattended laptop.

If the \$25 insurance program presents a financial hardship and you wish to have school-provided insurance, please contact the principal.

Highland Independent School District

Parent/Guardian & Student Laptop Agreement

Student Agreement

- ❖ I will bring my laptop to school EVERY day that I am in attendance.
- ❖ I will know where my laptop is at ALL times and take good care of it.
- ❖ I will charge my laptop's battery everyday before I bring it to school.
- ❖ I will NOT loan out my laptop and chargers to other individuals.
- ❖ I will keep my laptop in its protective case at all times.
- ❖ I will transport the laptop between classes securely closed and in its protective case.
- ❖ I will keep my laptop off the floor where it could be stepped on or tripped over.
- ❖ I will keep food and beverages away from my laptop since they may cause damage.
- ❖ I will not use the laptop in the cafeteria area at breakfast or lunchtime.
- ❖ I will not disassemble any part of my laptop or attempt any repairs.
- ❖ I will not deface the laptop or case in any way. This includes, but not limited to marking, painting, drawing, attaching stickers, or marring any surface of the laptop.
- ❖ I will not use screensavers, backgrounds, and/or pictures with offensive language and/or materials.
- ❖ I understand that the sound must be muted at all times unless earbuds are used with permission granted by the teacher.
- ❖ I UNDERSTAND THAT MY LAPTOP IS SUBJECT TO INSPECTION AT ANY TIME WITHOUT NOTICE AND REMAINS THE PROPERTY OF HIGHLAND ISD.
- ❖ I will follow the expectations outlined in the **LAPTOP POLICY HANDBOOK** and the **ACCEPTABLE USE POLICY (AUP)** and the **STUDENT CODE OF CONDUCT** while at school, as well as outside the school day.
- ❖ I agree to return the laptop and all of its peripherals in good working condition.

Parent/Guardian Agreement

- ❖ I acknowledge that I will be responsible for a \$40 deductible on the second incident if the laptop is damaged, lost, or stolen, no matter where the damage occurs (school, home, etc.). The deductible will be \$60 for the third and subsequent incidents.
- ❖ I acknowledge that my child and I are to follow expectations outlined in the **Laptop Policy Handbook**, the **Acceptable Use Policy**, and the **Student Code of Conduct**, and that a violation of these guidelines may result in the student facing disciplinary action.
- ❖ I will be responsible for monitoring my student's use of the Internet when he/she is not at school.
- ❖ I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- ❖ I agree to return the laptop and all of its peripherals in good working condition.

If student chooses to participate in the school-provided device insurance program, the \$25 fee can be paid by cash, check, or through the MealTime App.

Make check payable to HIGHLAND STUDENT ACTIVITY ACCOUNT.