



LCISD Technology Handbook

Chromebook OS/Windows OS

Technology Department

LEVERETT'S CHAPEL ISD P.O. Box 669Laird Hill, TX 75666

Table of Contents

.....	0
Technology Handbook	1
Care and Maintenance	3
Cost, Repair, & Replacement	3
Acceptable Use Policies (AUP)	5
Student Consequences for AUP Violations.....	6
Student Security	7
Expectations When You Receive Your Device.....	8

Technology Handbook

Leverett's Chapel ISD is a 1:1 district from kindergarten through 12th grade. Each student is issued a Chromebook or Laptop at the beginning of the year for use in school as well as at home for **academic** purposes.

This handbook explains the use, care, and maintenance of the device as well as the district's acceptable use policy.

All student users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the building Principal or LCISD district administration.

All District issued technology devices fall under the guidelines of the District's Technology Handbook.

Disclaimer: LCISD, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic sources it is providing.

LCISD is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices, or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of LCISD electronic resources.

Care and Maintenance

1. The care of the Device is the student's responsibility.
2. Never leave the device unattended. When not in your personal possession, the Device should be in a secure, locked environment. Unattended Devices will be collected and stored in the school's office.
3. Because the Device is intended for daily use, it must be charged nightly, so it is ready for use every day. Do not leave your Device in your locker overnight.
4. Do not lend your Device to another person. Each Device is assigned to an individual student and the responsibility for the care of the device rests with the assigned student.
5. The Device is an electronic device, and care must be exercised when handling the device. Never throw or slide the Device or a book bag that contains the device. Never place the Device in a book bag that contains food, liquids, heavy, or sharp objects. Avoid placing weight on the Device.
6. Avoid applying liquids to the Device. The device can be cleaned with soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do **not** use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Device.
7. Never expose a Device to long-term extremes in temperature or direct sunlight. Do not store your Device in your vehicle.
8. Do not use the USB ports on your Device for charging accessories (for example phones, tablets, or mobile hotspots).
9. Each Device has a unique serial number and identification sticker. At no time should these numbers or stickers be modified or removed.

Cost, Repair, & Replacement

- Each LCISD student in grades 6 thru 12 will be provided with a Device at no cost. This package includes a Device, charging cord and appropriate, pre-installed educational applications.
- Do not attempt to gain access to the internal electronics or repair your Device. If your device does not work or is damaged, contact the tech dept. immediately.
- Device repair/replacement options will be determined by appropriate staff. In the event a Device is damaged, the student will be assessed a charge for the repair (please see table below). The student may be charged the full cost (up to \$350.00) or replacement if the Device is stolen, lost or damaged beyond repair.
- **Should a Device be lost or stolen the student and parent/guardian will immediately notify school administration. If stolen, filing a police report by the parent/guardian is required.**
- In the event of a lost or stolen Device, Leverett's Chapel ISD will remotely lock the device and may report theft to law enforcement.
- Students who leave Leverett's Chapel ISD during the school year must return the Device to the school office, along with any other accessories, at the time they leave the district. **If not returned, the Device may be reported as theft to law enforcement and will be remotely disabled.**

Repair Required	Cost for Repair
1st Computer Repair	\$50.00
2nd Computer Repair	\$100.00
Replace power adapter	\$35.00
Lost, stolen or damaged beyond repair for replacement of equipment.	\$350.00*

*This price is based on the current cost. This amount is subject to change.

Acceptable Use Policies (AUP)

Device usage must adhere to acceptable use procedures outlined in the LCISD student handbook.

School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with LCISD's educational mission, curriculum and instructional goals.

Users must comply with all Board policies, the student handbook, school rules, and expectations concerning conduct and communications when using school computers or school-issued electronic resources and devices, **whether on or off school property**.

Students must comply with all specific instructions from school staff.

Prohibited uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. LCISD and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources or devices.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes- School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use:

- does not interfere with the user's responsibilities and performance.
- does not interfere with system operations or other system users.
- does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.

6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems. Any activities under your username and password are your responsibility.

7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creating/uploading of computer viruses.

8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the LCISD Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.

11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the LCISD Technology Department.

12. All information services and features contained in the District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

13. Compensation for Losses, Costs and/or Damages - Users may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school.

Any student is in violation of the AUP will be subject to punishment and/or loss of the use of devices.

Student Consequences for AUP Violations

Students who fail to follow Acceptable Use Policies are subject to the following consequences (teachers will write discipline referrals and turn into campus administrators to initiate action):

1. First offense may result in placement of lunch detention.
2. Second offense may result in student will not be allowed to take device off campus.
3. Third offense may result in ISS. This will depend on the severity of the referral.
4. Continued offenses may require more drastic punishments that will be reviewed and set by administration.

The above consequences are guidelines. Each offence will be reviewed, and punishments may be stricter than stated above. Administration may invoke stiffer penalties based on the circumstances of the offense.

All punishments due to AUP infractions are at the discretion of the district administration.

Student Security

- Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
- The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms and anywhere else on campus, including district vehicles and buses without approval from an administrator or teacher. This will also include audio recordings without prior approval.
- LCISD staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
- Students have been issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment. All computers, telephone systems, voice email systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all e-mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district's computer system, telephone system, e-mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.
- Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material.
- Staff shall immediately report any potential security breaches to the LCISD Technology Department.

Expectations When You Receive Your Device

When you accept your assigned Device, you acknowledge the following:

1. **Junior High ONLY----** I will leave my device in the designated classroom at the end of the school day to be charged and ready for the next day. My charger will not be removed from that classroom, to be taken to another classroom.
2. I understand the care of my Device is my responsibility.
3. I will ensure my Device battery is charged nightly.
4. I will never loan out my Device to other individuals.
5. I will keep food away from my Device since they may cause damage to the device.
6. I will keep my Device away from liquids and beverages.
7. I will use proper care to keep it clean.
8. I will avoid using objects that may scratch the screen.
9. I will not expose my Device to extreme temperatures and direct sunlight.
10. I will not delete any school installed applications or software.
11. I will not disassemble any part of my Device or attempt any repair.
12. I will use my Device in ways that are educational and appropriate.
13. I will follow the LCISD Technology Handbook: Documents and Agreements and Acceptable Use Procedures (AUP) at all times. Check the school website for a complete copy of the handbook.
14. I understand my Device is subject to inspection at any time without notice.
15. I understand my Device remains the property of LCISD.
16. I will file a police report in case of theft or vandalism.
17. I will be responsible for all damage or loss caused by neglect or abuse.
18. I agree to return my Device, power cords, and other accessories in good working condition.

By accepting a school assigned device, I agree with the expectations and procedures as detailed above and on the other electronic pages of the Technology Handbook which is available on the school website.