

Klondike Independent School District

Klondike High School Student/Parent Laptop Handbook



2016-2017

Student/Parent Laptop Handbook

Table of Contents

Terms of the Laptop Loan.....	3
Maintenance Fee	3
Financial Hardships	4
Use of Computers and Laptops on the Network.....	4-6
Network Student Drives	4
No Loaning or Borrowing Laptop	4
Classroom Assignments and Websites	4
Internet Safety	5
Screensavers.....	5
Sound	5
Deleting Files	5
Music, Games, or Programs	5
Unauthorized Access.....	6
Transporting Laptops.....	6
Student Code of Conduct	7-9
Misbehaviors & Consequences Phase I	7
Misbehaviors & Consequences Phase II	8
Misbehaviors & Consequences Phase III	9
Breach of Computer Security.....	9
Internet Safety Tips for Parents.....	10
Online Tips to Discuss With Your Student.....	10
Student Pledge for Laptop Use.....	12

Terms of the Laptop Loan

Students will make arrangements to pay a nonrefundable maintenance fee of \$50.00 each year before taking possession of the laptop. Students will comply at all times with the Klondike ISD Parent/Student Laptop Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the laptop.

Title: Legal title to the laptop 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 Parent/Student Laptop Handbook.

Loss or Damage: If the laptop is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the laptop must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs is included in the Parent/Student Laptop handbook to which reference is hereby made. Seniors must clear all records and pay all fees before participating in graduation ceremonies.

Repossession: If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the laptop, the District shall be entitled to declare you in default and come to your place of residence, or other location of the laptop, to take possession of the laptop.

Term of Agreement: Your right to use and possession of the laptop terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation: Your failure to timely return the laptop and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's laptop.

Maintenance Fee

Students will pay a non-refundable maintenance fee of \$50.00 each year to cover the costs associated with non-warranted items.

- Students will make arrangements to pay the fee before taking possession of the laptop.
- In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be provided to the school. Upon completion of the investigation the District may assess a replacement fee for the laptop.
- If laptop is lost, students/parents are responsible to pay for the fair market value to replace the laptop (see Fair Market Value chart).

- Student will be charged the full price of the laptop if deliberately damaged or vandalized.
- Seniors must clear all records and pay all fees before participating in graduation.
- Students/Parents are responsible for reasonable cost of repair for damaged laptops (see Repair Pricing chart).

Fair Market Value

Age of Laptop Value:

1 year or less \$ 750.

2 years \$ 500.

3 years \$ 250.

4 years \$ 120.

* Original cost to the District is currently \$ 1,000.

Table of Estimated Repair Pricing

Description of Non-Warranty Repair/Replacement	Accidental Damage	Deliberate Damage
Broken Screen (LCD)	\$250.00	Actual cost of repair
Damaged Keyboard	\$150.00	Actual cost of repair
Damaged/Lost Power Supply	\$75.00	Actual cost of repair
Damaged/Lost Battery	\$75.00	Actual cost of repair
Re-image of Hard Drive	\$15.00	Actual cost of repair
Abandonment Fee	\$10.00	Actual cost of repair
Other Minor/Major Damage	TBD	Actual cost of repair
Replacement Sleeve/Cover	\$25.00	Actual cost of repair
Lost/Destroyed Laptop	Fair Market Value	Actual cost of repair

Laptop Financial Hardships

Based on TEC 11.158, the school District may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instrument, [technology] and uniforms owned or rented by the District.

If this fee creates a financial hardship on the student or parent which prevents their ability to obtain a laptop, please contact the campus administration about options regarding payment of the fee.

The administration will:

- Provide payment options for the student to pay out the fee over time
- Allow the student to provide hardship qualification information to campus administration

Use of Computers and Laptops on the Network

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

Network Student Drives

The students will have a network drive setup from their login. Students can save important items on this network drive, keeping a backup that they can access from anywhere on the network.

No Loaning or Borrowing Laptops

- Do NOT loan laptops or other equipment to other students.
- Do NOT borrow a laptop from another student.
- Do NOT share passwords or usernames with others.

Classroom Assignments and Websites

Many classes will have online assignments posted in the District website which can be accessed through any computer with internet access. Talk with your student's teachers about the availability of coursework and assignments on the District website.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of District policy if they access these sites through proxies. Parents may want to restrict their home access.

Additional Sources of Internet Safety Information:

FBI Parent's Guide to Online Safety: <http://www.fbi.gov/publications/pguide/pguidee.htm>

Internet Safety: <http://www.isafe.org>

NetSmartz: <http://www.netsmartz.org/netparents.htm>

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not permitted.

- There is a \$15 reimaging charge to remove any of the above items. Reimaging the laptop will result in the loss of ALL personal data.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones except for instructional purposes.

Deleting Files

- Do not delete any system folders or files that you did not create or that you do not recognize. Deletion of certain files will result in computer failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$15 reimaging charge. Reimaging the laptop will result in the loss of ALL personal data.

Music, Games, or Programs

- Any music downloaded or streamed over the Internet must be appropriate as per District policy.
- Any games streamed over the Internet must be appropriate as per District policy.
- Decisions regarding appropriate music and games will be at the discretion of the Campus Administration.
- All software on the system must be District approved and installed by the Technology Department.
- All copyright laws will be enforced.
- There is a \$15 reimaging charge to remove any of the above items. Reimaging the laptop will result in the loss of ALL personal data.

Unauthorized Access

Reference Board Policy CQ Local at <http://klondike.esc17.net/>

Transporting Laptops

- To prevent system damage, laptops need to be closed and placed in a bag or backpack.
- Laptops do NOT have to be shut down (turned off) between classes.
- Laptops can be left on around the clock. Batteries must be fully charged prior to arriving at school each day.

Misbehaviors & Consequences

<p>Phase I Misbehaviors Phase I misbehaviors include any student action deemed by instructors and/or administrators to negatively affect the educational efficiency of the program.</p> <p>In addition to the infractions from Board Policy – Phase I Misbehavior will also include:</p> <ul style="list-style-type: none"> • Downloading screensavers, games, and/or music that is not instructional. • Deleting instructional applications. • Loss or vandalism of power cords • Sharing an identification or password with another person. • Using another person’s password. • Trespassing, deleting, examining, copying, or modifying files, data, or work belonging to others without prior consent. • Intentionally wasting limited resources, including the distribution of “chain letters.” • Employing the network for commercial purposes, political activities, or private business. • Revealing the personal address, Social Security number, account number(s), or phone number of yourself or any other person. • Plagiarizing material or information from any electronic technological resources. 	<p>Phase I Consequences Consequences of Phase I misbehaviors include, but not limited to, the following:</p> <p>First Offense:</p> <ul style="list-style-type: none"> • Documentation in the Event Log found in Technician Workroom. • \$15 re-imaging charge to correct misuse. • Cost to replace lost part <p>Second Offense:</p> <ul style="list-style-type: none"> • Written Warning • Call to parents • \$15 re-imaging charge to correct misuse. • Cost to replace lost part <p>Third Offense:</p> <ul style="list-style-type: none"> • Removal of laptop pending Parent Conference • Parent Conference • \$15 re-imaging charge to correct misuse. • Cost to replace lost part
<p>MISBEHAVIOR: LEAVING LAPTOPS UNATTENDED OR USING LAPTOPS IN A MANNER THAT MAY CAUSE DAMAGE OR IS IN DIRECT VIOLATION OF DISTRICT POLICY.</p>	<p>CONSEQUENCE: LAPTOP WILL BE CONFISCATED AND HELD BY ADMINISTRATION PENDING A PARENT CONFERENCE.</p>

Phase II Misbehaviors

Phase II misbehaviors are more severe and persistent, this may be the fourth or more offenses of Phase I misbehaviors. In Phase II, student's conduct infringes upon the rights of others or has negatively impacted learning. Damages and vandalism to hardware are included in Phase II misbehaviors:

In addition to the infractions from Board Policy – Phase II Misbehavior will also include:

- Keyboard, hard drive, screen... damaged and requires replacement.
- Student distributes illegally obtained electronic materials.
- A violation of policy that negatively impacts the rights of another student.
- Creating, accessing, or processing offensive or pornographic messages or pictures; obscene or threatening language; and harassing, hate related or discriminatory remarks.
- Damaging or injecting viruses into computers, computer systems, or computer networks.
- Employing the network for commercial purposes, political activities, or private business.
- Revealing the personal address, Social Security number, account number(s), or phone number of yourself or any other person.
- Transmission of any material in violation of any U.S. or state regulation.
- Violating copyright laws, including installation of copyrighted software.

Phase II Consequences

Student is responsible for expenses incurred for intentional hardware damage.

Consequences of Phase II misbehaviors are at the discretion of the campus administrator and include, but are not limited to, the following:

1. Removal of laptop pending Parent Conference
2. Mandatory Parent Conference
3. Behavior contract.
4. In-School Suspension
5. Suspension (based on repeated Phase II and behavioral offenses)
6. Notification of outside agency and/or police with filing of charges where appropriate.

If misbehavior results in legal action – assignment to an alternative education program will be a possible consequence.

<p>Phase III Misbehaviors Phase III misbehaviors are such that the student has disrupted or threatens to disrupt the school's efficiency to such a degree that his/her presence is not acceptable. Common signs of Phase III misbehaviors include, but are not limited to, the following offenses committed on school property or within 300 feet of school property, or while attending a school sponsored or school related activity except as noted.</p> <p>In addition to the infractions from Board Policy – Phase III Misbehavior will also include:</p> <ul style="list-style-type: none"> • Electronic threats • Habitual violation of Phase I & Phase II offenses. • Transmission of any material in violation of any U.S. or state regulation. • Engaging in conduct that contains the element of breaching computer security under Section 33.02(b)(1) of the Texas Penal Code. • Use or possession of hacking software or any other software capable of causing harm. 	<p>Phase III Consequences Student is responsible for expenses incurred for intentional hardware damage. Consequences of Phase III misbehaviors are at the discretion of the campus administrator and include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Removal of laptop pending Parent Conference 2. Mandatory Parent Conference 3. Behavior contract. 4. In-School Suspension 5. Suspension (based on repeated Phase II and behavioral offenses) 6. Assignment to an alternative education program and notification of placement sent to the juvenile justice system 7. Notification of outside agency and/or police with filing of charges where appropriate. 8. Permanent loss of laptop privileges.
--	--

Sec. 33.02. BREACH OF COMPUTER SECURITY. (a) A person commits an offense if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner.

(b) [amended 9/1/97] An offense under this section is a Class B misdemeanor unless in committing the offense the actor knowingly obtains a benefit, defrauds or harms another, or alters, damages, or deletes property, in which event the offense is:

(1) a Class A misdemeanor if the aggregate amount involved is less than \$1,500;

(2) a state jail felony if:

(A) the aggregate amount involved is \$1,500 or more but less than \$20,000; or

(B) the aggregate amount involved is less than \$1,500 and the defendant has been previously convicted two or more times of an offense under this chapter;

(3) a felony of the third degree if the aggregate amount involved is \$20,000 or more but less than \$100,000;

(4) a felony of the second degree if the aggregate amount involved is \$100,000 or more but less than \$200,000; or

(5) a felony of the first degree if the aggregate amount involved is \$200,000 or more.

A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either row, both sections.

Internet Safety Tips for Parents

Online tips for parents:

LOCATION: The Laptop should be in a central location in the home where you can see it and monitor use.

You should be able to see their computer screen while they are online.

If they take the Laptop to other friends' homes, talk with their parents about how they monitor online access.

Spend time with your children online. Have them teach you about their favorite online destinations.

MONITOR: Monitor your child's computer use. Limit Internet, email, instant messaging, and chat room access.

Make sure you know where your child is going online, where he/she's been, and with whom.

Closely monitor your child's participation in any chat room.

Make sure you understand how your children are using the computer, what web sites they are visiting, and who they are communicating with online.

Always maintain access to your child's online account and randomly check his/her e-mail. Be upfront with them about your access and the reasons why.

COMMUNICATE with your child about your expectations and what you consider appropriate for him/her while they are online.

Online tips to discuss with your student:

1. Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
2. Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
3. Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
4. Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; Sally who says she's 12 can really be Bob who is 45.
5. Never open emails if you do not know who they are from or if they make you feel uncomfortable in any way. Unsolicited e-mail that is opened could give you a virus and be the cause of unwanted mail (spam).
6. Never click on banner ads in a site. Most of the time, they will add your address to a database and you will receive unwanted spam mail.
7. Never use bad language or send mean or threatening email. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
8. Never upload (post) pictures of yourself or your friends/family to the Internet or online service to people you do not personally know.

Additional Sources of Internet Safety Information:

NetSmartz: <http://www.netsmartz.org/netparents.htm>

FBI Parent's Guide to Online Safety: <http://www.fbi.gov/publications/pguide/pguidee.htm>

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year-as long as I attend Klondike ISD and if I do not have any major laptop damage or computer loss, (*at the discretion of the administration*), I will be able to keep my laptop at the end of my senior year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the laptop.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the case that I have provided.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop or power cords. I will not write on the laptop or power adaptor.
11. I understand that my laptop and carrying case are subject to inspection at any time without notice.
12. I will follow the policies outlined in the Laptop Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or laptop in the event any of these items are lost, stolen, or damaged.
16. I agree to return the District laptop and power cords in good working condition.

Acknowledgement

Dear Student and Parent:

The Klondike Independent School Parent and Student Laptop Agreement and Handbook is to be used to promote a safe and orderly learning environment for every student. We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the rules and consequences, we encourage you to ask for an explanation from the student's teacher, the school counselor, or campus administrator. The student and parent should each sign this page on the space provided below, then return the page to the student's school.

Thank you.



We acknowledge that we have received the Klondike ISD Parent and Student Laptop Agreement and Handbook for the 2016-2017 school year, and that we are responsible for reading and understanding the rules and other information contained in the Parent and Student Laptop Agreement and Handbook.

Student's Name: _____
(Please print)

Student's Signature: _____ Date: _____

Parent's Name: _____
(Please print)

Parent's Signature: _____ Date: _____

Grade Level: _____

Please return this form to Klondike ISD