

**Coleman Independent School
District**

**Coleman Jr. High School
Laptop Handbook**

Table of Contents

Title.....	3
Loss or Damage	3
Repossession	3
Term of Agreement.....	3
Appropriation.....	3
Charges and Costs.....	3
Use of Computers and Laptops on the Network.....	4-6
Network	4
No Loaning or Borrowing Laptop	4
Classroom Assignments and Websites	4
Internet Safety	4
Screensavers.....	4
Sound and Headphones	5
Deleting Files	5
Images, Music, Games, or Videos	5
Programs and Software.....	5
Transporting Laptops.....	5
Student Code of Conduct	6-9
Breach of Computer Security.....	9
Internet Safety Tips for Parents.....	10
Online Tips to Discuss With Your Student.....	11

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.

Charges and Costs

- 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.
- Student will be charged the full price of the laptop if deliberately damaged or vandalized.
- Students/Parents are responsible for reasonable cost of repair for damaged laptops.

Network

Students must remain on CISD network at all times during the school day. NO Exceptions. Students not connected to the CISD network may lose laptop privileges or other disciplinary actions.

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 which can be accessed through any computer with internet access. Talk with your student's teachers about the availability of coursework and assignments.

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.net-smartz.org/netparents.htm>

Screensavers and Backgrounds

May not be changed from school settings.

Sound and Headphones

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Headphones may only be used with approval from the teacher.

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 re-imaging charge. Re-imaging the laptop will result in the loss of ALL personal data.

Images, Music, Games, and Videos

School appropriate images may be downloaded with teacher approval if needed for an assignment. All copyright laws will be enforced.

- NO music may be streamed over the Internet. Music may be downloaded with teacher approval if needed for an assignment. All copyright laws will be enforced.
- NO games may be streamed over the Internet.
- Only videos assigned by classroom teachers may be streamed over the Internet.

Programs and Software

- All software on the system must be District approved and installed by the Technology Department.

Transporting Laptops

- Laptops must be transported in school provided bags.
- To prevent system damage, laptops need to be closed and placed in school provided bag.
- No other items should be placed in the laptop bag - including papers, books, etc.
- Laptops should be shut down at the end of each day and charged overnight. This allows updates to run.

Student Code of Conduct – Misbehaviors & Consequences

Student laptops are to be used for educational purposes and are the responsibility of the student to whom they are issued. Any misuse of or damage to laptop will result in disciplinary consequences. The consequences may include loss of laptop, fines charged for damage, loss of open campus privileges, lunch detention, ISS, DAEP, and any other consequence determined by teacher, technology department, and/or administration.

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>

