



## **Houston County School District Electronic Device Handbook and Agreement**

The Houston County School District (HCSD) is pleased to make electronic devices available for student use during the 2020-2021 school year. Please read this entire handbook and agreement carefully. HCSD students and parents agree to the terms of this Handbook upon receipt of an electronic device.

With parent permission, students will be issued an electronic device for virtual/distance learning opportunities. Students will return the electronic device when they transfer, terminate enrollment in a HCSD school, virtual/distance learning opportunities end, or when requested for any other reason by the school district. The student will be responsible for safely transporting the device to and from school each day.

### **EQUIPMENT**

#### **Ownership**

HCSD owns all district-assigned student devices and grants permission to the students to borrow the device according to the guidelines set forth in this document and in the Responsible Use Policy & Technology Handbook for Parents and Students located in the HCSD Handbook. HCSD staff have the right to collect and/or inspect student devices at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. HCSD staff will never access student devices for any unethical or illegal purpose.

#### **Equipment Provided**

- (1) Electronic Device: One device (Chromebook, laptop, iPad, etc.) will be assigned to the student. HCSD will retain records of the serial numbers of equipment provided to each student.
- (2) Charger: One charger/power cord for the electronic device will be assigned to the student.

#### **Electronic Device Case**

It is highly recommended that students have a case, such as a padded sleeve, to protect the device during transport.

### **Substitution of Equipment**

In the event that a student's assigned device and/or charger is damaged or inoperable for reasons beyond the student's control, he or she may be issued a loaner device and/or charger to use while his or her assigned equipment is being repaired or replaced. However, HCSD has a limited number of loaner devices and/or chargers for this purpose and cannot guarantee that a loaner will be available at all times. Students will be held responsible for loaner equipment as if the loaner was the student's assigned device and/or charger. If a student forgets to bring the device and/or charger to school, a substitute will not be provided. Additionally, if the HCSD determines that the student's assigned device and/or charger is damaged or inoperable as a result of student negligence, the loaner equipment privileges may be revoked.

### **Responsibility for Electronic Data**

The student is personally responsible for any data stored on his/her assigned device and Google account. It is the responsibility of the student to backup data as necessary. Personal data should not be saved using district resources.

### **Technical Support and Repair**

The HCSD Technology Department will provide all technical support for devices but cannot guarantee that every damaged device can be repaired. No outside technician should be asked to work on student devices. The students will be held responsible for any repair work done on the device by persons other than the HCSD Technology Department.

### **Responsibility for Damage**

The student is responsible for maintaining a 100% working electronic device at all times and shall use reasonable care to ensure that the device is not damaged. Students should place a work order for repair or service through the student work order system.

### **Charges for Damages**

In the event that a student's assigned equipment becomes damaged or inoperable, HCSD reserves the right to charge the student and parent/guardian according to the schedule of charges located in the HCSD Student Handbook.

## **Responsibility for Loss**

In the event that a student's issued equipment, to include the electronic device and/or charger, is lost or stolen, the student and parent/guardian may be billed the full cost for the replacement of the equipment.

## **Actions Required if an Electronic Device is Stolen or Vandalized**

### **Stolen/Vandalized while at school:**

If a student's electronic device is stolen or vandalized while at school or at another HCSD location, the student should report this directly to his/her teacher or administrator. The teacher or administrator will contact the Technology Department, the School Resource Officer, and any other required personnel regarding the equipment.

### **Stolen/Vandalized outside of school:**

If a student's electronic device is stolen or vandalized while outside of the school or other HCSD location, the crime should be reported to the police and a copy of the police report should be obtained. The student should then share the police report with his/her teacher who will contact the Technology Department and any other required personnel regarding the equipment.

## **LEGAL AND ETHICAL USE POLICIES**

### **Monitoring**

HCSD will monitor electronic device use using a variety of methods, including electronic remote access, to ensure compliance with HCSD Acceptable and Responsible Use Policies, located in the HCSD Student Handbook. HCSD will never access student devices for any unethical or illegal purpose.

### **Legal and Ethical Use**

All aspects of HCSD Acceptable and Responsible Use Policies remain in effect except as mentioned in this section.

### **Electronic Device Camera**

The devices camera/webcam may be used only for legitimate educational purposes.

## **STANDARDS FOR PROPER ELECTRONIC CARE**

This section is an important addendum to the Student Technology Acceptable and Responsible Use Policy, located in the HCSD Student Handbook. Read it carefully prior to signing. You are expected to follow all of the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned laptop. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Following the advice and the standards below will lead to a device that will run smoothly and serve as a reliable, useful and enjoyable tool.

### **Electronic Device Storage and Transportation**

- (1) Students are highly encouraged to store and transport their device in a protective backpack or padded sleeve.
- (2) Always wait for the device to enter sleep mode and shut down and then close the lid before placing it in the protective backpack or case/sleeve or moving it, even short distances.
- (3) Only the electronic device should be stored in the laptop slot of the backpack or case/sleeve. Do not store anything else, such as cords, papers, books, etc., in that area as additional items may damage the screen.

### **General Care**

- (1) Do not attempt to remove or change the physical structure of the electronic device, including the keys, screen cover, or laptop shell/ casing. Students will be responsible for 100% of the repair or replacement cost in such instances.
- (2) Do not remove or interfere with the serial number or any other HCSD identification placed on the electronic device or charger/power cord. Students will be charged a \$5.00 replacement fee for each missing identification marker.
- (3) Do not permanently alter the device in any way. Students should not apply any stickers to the outside of devices.
- (4) Avoid eating or drinking while using the electronic device. Students will be financially responsible for repair or replacement of devices due to accidents involving food or drink.
- (5) Do not stack objects or books on top of the electronic devices, even if it is secured within a backpack or case/sleeve.

## **Battery Life and Charging**

- (1) Electronic Devices should be fully charged when students arrive at school each day. (Loaners will NOT be provided if students forget their device or arrives at school with an uncharged device.) If students leave their device at home, academic consequences similar to those applicable regarding forgotten or incomplete work may be enforced.
- (2) Avoid using the charger in any situation where you or another person is likely to trip over the cord.
- (3) Bring the electronic device and charger to school each day.
- (4) In order to save battery life and protect the screen, close the lid of the device when not in use.
- (5) Avoid leaving the electronic device in environments with excessively hot or cold temperatures.

## **Screen Care**

- (1) The Chromebook screen can be easily damaged if proper care is not utilized. Screens are particularly sensitive to damage from excessive pressure.
- (2) Clean the screen with a soft, dry anti-static cloth or with a screen cleaner.
- (3) Never leave any object on the keyboard. Pens or pencils left on the keyboard are likely to crack the screen when the lid is closed.

## **Electronic Device Security**

- (1) Keep the electronic device secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times.
- (2) Keep the electronic device stored in a secure place (i.e., locked in a locker) when you cannot directly monitor it. Never leave devices in the gym, in an unlocked locker room, on playing fields, on school buses or vans, or in other areas where it could be damaged or stolen. Avoid storing the device in a car, other than in a locked trunk.
- (3) Electronic devices left in bags and backpacks, or in unattended classrooms are considered “unattended.” Unattended or unlocked equipment, if stolen, even at school, will be the full financial responsibility of the student to whom the device is assigned.

(4) Do not loan out or allow anyone to use the device or charger other than your parents or guardians for monitoring purposes only. Loss or damage that occurs when anyone else is using your assigned device or charger will be your full responsibility.

### **Equipment Problems & Work Orders**

(1) Students should submit work orders or ask a teacher for assistance with submitting a work order to the HCSD Technology Department regarding equipment problems or any suspected problems.

(2) When in doubt, ask for help - do not force anything (e.g., connections, popped-off keys). Seek help instead.

## **ELECTRONIC DEVICE USE AND CONDUCT POLICY**

HCSD's primary goal of providing students convenient access to technology is to enrich learning both in and out of the classroom. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. The use of software, email, and the Internet on these laptops should be for academic purposes only. The following is a list of rules and guidelines, which govern the use of HCSD electronic devices and network resources.

### **Passwords**

(1) Students will login to the electronic device with his or her personal password.

(2) Passwords are not to be shared with anyone other than a parent or guardian and appropriate members of the HCSD Technology Department.

### **Saving Files and Submitting Assignments**

(1) Files should be backed up weekly while at school in the student's folder on Google Drive, on Dropbox, and/or through use of a student-provided thumb drive.

(2) When submitting assignments electronically, students are responsible for ensuring files reach the teacher. Forgetting to attach the assignment is not an excuse for late or missing work.

(3) If technical difficulties or issues prevent students from completing homework assignments, a parent note/email is requested for confirmation.

**Students must follow the HCSD Student Code of Conduct at all times, and should not use electronic devices:**

- (1) to create, send, access, or download material, which is abusive, hateful, harassing, obscene, objectionable, or sexually explicit;
- (2) to participate in cyberbullying or engage in deliberate, hostile behavior intended to frighten or physically or emotionally harm others;
- (3) to illegally download copyrighted Internet-based music, video, and large image files;
- (4) to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access by others - if you need to transfer large files, please contact the Technology Department to make special arrangements);
- (5) to alter, add, or delete any files that affect the configuration of a HCSD electronic devices;
- (6) to conduct any commercial business;
- (7) to conduct any illegal activity (this includes adhering to copyright laws);
- (8) to access the data or account of another user (altering files of another user is considered vandalism);
- (9) to install unauthorized software onto HCSD electronic devices;
- (10) to copy district-owned software (copying district-owned software programs is considered theft);
- (11) to play games, browse the Internet, or chat with classmates for social purposes.

**In addition, students may not:**

- (1) provide their home address, phone number, or other personally identifying information to anyone on the Internet;
- (2) post anonymous messages to any Internet site;
- (3) forward email commonly known as SPAM, unsolicited commercial email (UCE), or "junk" mail.

**DISCIPLINE**

Any student who violates the rules of this handbook and contract, the Student Technology Acceptable and Responsible Use Policy, the HCSD Student Code of Conduct, and/or Technology Acceptable and Responsible Use Acknowledgement Form will be subject to disciplinary action that may include the revoking of electronic devices usage privileges.

## **DISCLAIMER**

HCSD uses a Children's Internet Protection Act (CIPA)-compliant solution to prevent, to the greatest extent possible, student access to materials the district deems harmful and to block Internet access to inappropriate sites, including child pornography and obscenity. However, on a global network such as the Internet, information can appear, disappear, and change almost instantaneously, so it is not always possible to predict what students may locate. Sites accessible via the Internet or incoming email may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Houston County School District.

HCSD account holders, including students, take full responsibility for their access to HCSD's network resources and the Internet. Specifically, HCSD makes no warranties with respect to HCSD network resources nor does it take responsibility for:

- (1) the content of any device or information received by an account holder;
- (2) the costs, liability or damages incurred as a result of access to school network resources or the Internet;
- (3) any consequences of service interruptions.

## **AN ADDITIONAL NOTE FOR PARENTS AND GUARDIANS**

Review this Handbook and Agreement, Student Responsible Use Policy and Technology Handbook, Acceptable Use Policy, and the Student Code of Conduct carefully and discuss each with your child. In addition:

- (1) Discuss ethical use of technology and individual responsibility with your child.
- (2) Supervise home use for appropriate technology use. Remember, parents and guardians have the right and responsibility to monitor student electronic device activity.
- (3) Keep teachers informed of questions or concerns, and let them help if problems arise.

## HCSO STUDENT ELECTRONIC DEVICE AGREEMENT AND HANDBOOK AGREEMENT

After reviewing the HCSO Student Electronic Device Handbook and Agreement, Student Responsible Use Policy and Technology Handbook, the HCSO Student Code of Conduct please initial an understanding of the expectations listed in the chart below.

Student Initials	Parent / Guardian Initials	HCSO Electronic Device Usage Expectations
		Students will use electronic device for academic purposes only, whether on or off school campuses.
		Any and all concerns about electronic device maintenance will be reported immediately to a HCSO teacher and/or the Technology Department through a work order.
		Only HCSO Technology Staff will be allowed to dismantle, work on, or repair student Chromebooks.
		Students will adhere to all expectations of the HCSO Student Electronic Device Handbook and Agreement, Responsible Use Policy and Technology Handbook, Student Code of Conduct, and Acceptable Use Policy.
		Any student who violates the rules of this Handbook and Agreement, the Responsible Use Policy and Technology Handbook, Student Code of Conduct, and/or Acceptable Use Policy will be subject to disciplinary action that may include the revoking of device usage privileges.

### Student Consent

I have read and understand the rules, expectations, and consequences of misuse (per the HCSO Student Code of Conduct). I agree to adhere to all rules when issued a device.

Student Name (Printed) \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 School Name \_\_\_\_\_ Student ID# \_\_\_\_\_

### Parent/Guardian Consent

I have read and understand the rules, expectations, and consequences of misuse (per the HCSO Student Code of Conduct) for student laptops, and by signing below, give permission for my child to be issued a laptop to be used at school and transported home each day.

Parent/Guardian Name (Printed) \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_