

Dublin Independent School District

Student/Parent Laptop Handbook

Terms of the Laptop Loan:

Students will make arrangements to pay the district usage fee before taking possession of the laptop. Students will comply at all times with the Dublin 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 resident, 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 not 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.

User Fees:

- Students will pay a non-refundable one time user fee of \$45 to cover the costs associated with non-warranted items.
- Students will pay a non-refundable yearly user fee of \$25 fee after the initial fee.
- 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 occurring 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 the laptop is lost, student/parents are responsible to pay for the fair market value to replace the laptop.
- Students 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.
- Student/Parents are responsible for reasonable cost of repair for damaged laptops.
- Deliberate damage will be priced according to the actual cost of repair.
- A \$100 deductible will be charged for Non-Warranty Repairs.

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 items 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 and allow the student to provide hardship qualification information to campus administration

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 in District websites.

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. Students are in violation of District policy if they access these sites through other proxies. Parents may want to oversee their home access.

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

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

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

Common sense media: <http://www.common sense media.org/advice-for-parents>

Screensavers

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

Transporting Laptops

- Laptops must be transported in school provided backpacks.
- To prevent system damage, laptops need to be closed and placed in school provided backpack.
- Laptops do NOT have to be shut down (turned off) between classes.
- Batteries must be fully charged prior to arriving at school each day.

EXPECTATIONS

1. During the class period, student use of computers, other technology hardware, software, and computer networks, including the internet is only allowed when supervised or permission has been granted by an instructional staff member.
2. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the library and posted on the District website.
3. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
4. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

Unacceptable conduct includes, but is not limited to the following:

1. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
2. Using the network for financial or commercial gain, advertising, or political lobbying.
3. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
4. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
5. Causing congestion on the network or interfering with the work of others, e.g., chain letters, or broadcasting messages to lists or individuals.
6. Intentionally wasting finite resources, i.e., online time, real-time music.
7. Gaining unauthorized access anywhere on the network.
8. Revealing the home address or phone number of one's self or another.
9. Invading the privacy of other individuals.
10. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
11. Coaching, helping, observing or joining an unauthorized activity on the network.
12. Forwarding/distributing E-mail messages without permission from the author.
13. Posting anonymous messages or unlawful information on the system.
14. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
15. Falsifying permission, authorization or identification documents.
16. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
17. Knowingly placing a computer virus on a computer or network.

Network Etiquette

Be polite

Use appropriate language.

Do not reveal data (home address, phone number, or phone numbers of other people).

Remember that the other users of the computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

Copyright

All applicable laws and statutes that protect the creative rights of intellectual material as defined in the copyright laws will be respected at all times by all students of the District and all persons employed by the District.

One should assume that use of anything found on the Internet or the World Wide Web is restricted unless the author gives notice that it is not.

Students or employees must obtain a release form to electronically display original work.

Copyright materials, including computer software, video films, and computer generated art, will not be utilized on any equipment owned by the District unless a license has been obtained granting such rights to the District.

Copyrighted materials legally licensed by the District for use by its students and/or employees will not be copied or removed from the District for use on equipment owned by individuals unless the license obtained by the District specifically grants rights for such use.

Copyrighted materials for which individual students or employees have obtained a license may not be installed or utilized on equipment owned by the District.

The District will establish and maintain a central inventory database where all license for use of copyrighted materials will be recorded.

If any student or employee of the District acquires the legal license to use copyrighted materials for the District, it is the responsibility of the person acquiring the materials to notify the Technology Director of such acquisition, the date of the acquisition, the source from which the materials were acquired, and the number of copies legally permitted by such license. If the acquiring individual does not properly notify the Technology Director, all copies of the software will be deleted from all District equipment.

E-Mail

E-mail should be used for educational or administrative purposes only.

E-mail transmissions, stored data, transmitted data, or any other use of the computer online services by students, employees or other users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

All e-mail and all contents of the laptop are property of the District. Unauthorized use of another individual's User ID to send, receive, or read electronic mail is improper.

Use of District e-mail facilities should NOT be extended to Non-District employees or Non-District students.

Unauthorized alteration or deletion of e-mail is inappropriate.

District e-mail facilities may NOT be used for any of the following purposes:

1. Sending chain letters;
2. Sending copies of documents in violation of copyright laws;
3. Forwarding e-mail messages without a legitimate District business purpose and/or forwarding messages under circumstances likely to lead to the embarrassment of the sender or to violate the clearly expressed desire of the sender to restrict additional dissemination;
4. Sending messages that have restricted access due to federal, state, or District regulations;
5. Sending or soliciting messages that are obscene, that harass, or that are sent to promote a religious, political, or other personal position not associated with duties as an employee of District.

If a student, employee, or the administration is unwilling to see the message on the evening news or in the newspapers, it should not be sent.

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.

High School's 1 to 1 MACBOOK Care and Use Guidelines

Dublin ISD is pleased to offer our DHS students and staff access to an Apple MacBook Laptop computer. Use of the wireless network will provide the High School access to numerous integration opportunities, using many on-line tools, for educational purposes. Dublin ISD strongly believes in providing a quality education, providing the basis for students to become life-long learners in the 21st century.

Internet connection at home will be beneficial to students. We are trying to identify Internet Service Providers that will provide services to families at a low monthly cost and to identify appropriate hot spots within our community for Internet access after school hours. Students may use Dublin ISD's wireless access anytime. The MacBook will have many uses at home without Internet access, but the students' ability to get full benefit from their MacBook will be much greater if they have Internet access. We hope that you share our excitement of being able to offer the MacBook as an instructional tool for our students and teachers at Dublin High School. The impact on teaching and learning will be enormous. Our students will gain access to up to date information and will be able to use this information to enhance learning. In addition, technology skills will increase and better prepare students for higher education and the workforce. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students. We are committed to that goal.

General Care of the Laptop

- Students will be reissued their laptop each year.
- Treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- If the computer is damaged or not working properly, it must be turned in to the library for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- Keep your laptop closed when transporting it and inside your backpack.
- Do not leave your laptop in an unsecured area. This includes an unlocked locker.
- Do not loan the laptop to anyone not in your immediate family.
- Protect the laptop by unplugging the power supply and other peripherals when transporting the laptop.
- Protect the display by carefully closing the lid when moving the laptop.
- When transporting their laptop to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. Students are expected to treat their laptop with care and respect. The computer and case are the property of Dublin ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges and disciplinary consequences.
- Students should not use their laptop while walking, on the bus, or otherwise being transported.
- Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food, and pets.
- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in their power cord or phone cord and when using their CD ROM Drive.

- Students should transport computers using the backpack provided to keep the computer protected. Please make sure the computer is in sleep mode or turned off when putting your computer up.
- If the MacBook or equipment is lost, stolen or damaged while in the student's possession, the student will be responsible for replacement or repair.
- Computers should never be placed in their carrying case while they are turned on. The computer should be in "sleep" mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and could result in damage to the computer.

Daily Preparation Tasks

- Recharge the laptop battery every night. If you are unable to recharge it yourself, check the laptop in to the library for recharging before leaving school for the day.
- Bring the laptop to school everyday and have it ready to work at the beginning of each class.
- Students who do not have permission to take their laptop home may pick up their laptop in the library each morning, and are required to return their laptop to the library at the end of each day.
- Students will be allowed to recharge their laptop each day during classes that are conducive to this. **Few classes will have this capability, so avoid any potential problems by charging them each night at home.**

Using the Computer for Internet and E-mail

- Every high school student will have an e-mail account, which should be used for educational purposes.
- The MacBook is intended to be an educational tool.
- Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- Students and parents/guardians understand that Dublin ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is using school wireless access, the district is not able to monitor student usage of the computer while away from school. It is the parent/guardian's responsibility to **supervise** the information that a student is accessing from the Internet while at home or away from school.
- Students need to refrain from copyright infringement or violation of applicable trademarks and follow the district's acceptable use policy.
- Students may find helpful material regarding using the MacBook for on-line purposes, safety guidelines, and utilizing Mac applications on our 1 to 1 website.

Replacement Costs

MacBook \$900.00

Battery \$95.00

Power Adapter (60W) \$50.00

Power Cable \$5.00

Bag \$20.00

Shoulder Strap \$2.50

Helpful Resources

The following websites have a lot of useful information.

- Mac Video Training: <http://www.apple.com/findouthow/mac/>.
- IPhoto: <http://www.apple.com/findouthow/photos/>
- iMovie: <http://www.apple.com/findouthow/movies/>
- iWeb: <http://www.apple.com/findouthow/web/>

Mac Shortcuts

(Hold down all keys together)

Desktop

New window	⌘-N
New folder	⌘-⇧-N
Open	⌘-O
Cut	⌘-X
Copy	⌘-C
Paste	⌘-V
Select all	⌘-A
Get info	⌘-I
Quit	⌘-Q
Find	⌘-F
Undo	⌘-Z
Trash	⌘-Delete
Screenshot	⌘-⇧-4

Office / AWorks

Plain text	⌘-T
Bold	⌘-B
Italic	⌘-I
Underline	⌘-U
Quit	⌘-Q
Save	⌘-S
Undo	⌘-Z
Print	⌘-P

Exposé

Tiles all	F9		
Tiles same	F10		
Clears desktop	F11		
Dashboard	F12	Right click	Ctrl – click

⇧ = shift key

⌘ = command key