Latexo ISD
Technology
Handbook
2022-2027

Transforming Teaching and Learning through Technology

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Handbook Overview

This handbook is intended to provide essential information about the use of student computers in Latexo ISD. The one-to-one student and teacher computer program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook.

This handbook should be read carefully by students and parents/guardians. The agreement form included in this Technology Handbook is a copy of what you and your student must sign prior to the student receiving the computer.

Terms of Latexo ISD Computer Use

Acceptable Use: All students must comply at all times with the *Latexo ISD Acceptable Use Policy* along with the guidelines outlined in this Technology Handbook. Failure to comply will result in disciplinary action and could end the rights of possession effective immediately.

Liability: If the computer is accidentally damaged, lost, or stolen the parent/guardian will be responsible for the reasonable cost of repair or the replacement value on the date of the loss. In the case of theft, the parent/guardian or the student must immediately notify school administration. Computers not returned, for any reason, at the end of the school year or when a student withdraws will be considered stolen. Theft charges may be filed.

Scheduled Evaluations: Each computer may be evaluated each six weeks or randomly checked to verify condition and compliance with district policy.

Allowed Devices

Cell phones are **NOT** permitted as an instructional device. Students in selected grades will be issued a computer for the entire year to use in school and at home. School issued computers must be brought to school every day. Personal computers are not allowed at school.

Computer Security

Various security measures are used on Latexo ISD computers. Security measures are not only used to protect Latexo ISD assets, but measures are also taken to protect Latexo ISD students. Two primary forms of security exist:

Computer Security: Security is in place on each system to prevent certain activities. These include, but are not limited to, tampering with the configuration and changing system settings.

Filtering Software: Internet filtering software automatically filters all access to the Internet. While at home Internet content will continue to be filtered while students are using their Latexo ISD computer. Since no filtering software can filter 100% of improper content, parents are responsible for monitoring their child's access to the Internet when the student is at home.

Social Media Guidelines

- Students will be expected to use some online and social media tools as part of their course curriculum under the supervision and guidance of their teachers.
- Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents, guardians, relatives, and in some circumstances, other Internet users around the world.
- When using online and social media tools, teachers are responsible for educating our students on internet safety and digital citizenship to protect and assure the safety of all students.
- Use of these tools must be in accordance with Latexo ISD's Policies and Procedures including but not limited to the Acceptable Use Policy.

Parental Responsibilities

- Parents are responsible for monitoring the student's use of the computer while at home and away from campus at all times.
- Parents must review with their student the Acceptable Use Policy at the end of this Technology Handbook.
- Parents are responsible for monitoring their student's activities on the Internet on a regular basis.

Latexo ISD Computer Guidelines

- Students should have no expectation of privacy on any information stored on, accessed from, or used with the computer. The computer belongs to Latexo ISD, and appropriate district and school officials may monitor a computer or access its contents at any time.
- Students in selected grades will be issued a Latexo ISD carrying bag. Some will be issued a "stay-on" case. Those computers must stay in the case at all times.
- If technical issues arise, students must notify Technology Staff.
- Each computer is identified by a specific number and assigned to an individual student. To ensure that a student always has his/her assigned computer, they should never be switched from case to case.
- Under no circumstances may computers be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the cafeteria, gym, locker rooms, library, unlocked classrooms, hallways, and any place outside of school that is not the student's home. Any computer left in these areas will be collected by staff and taken to the Technology Department. Disciplinary action will be taken for leaving a computer in unsupervised locations.
- Students may not download or install any unauthorized programs/applications/files to the computer.
- All use of the Internet must comply with district guidelines. Log files are maintained on each computer with a detailed history of all Internet sites accessed. All student files are subject to be reviewed.

Student Responsibilities

As the primary users, students have specific responsibilities when using their Latexo ISD issued computers.

- At all times, students are responsible for their computer, whether at home or school.
- **Students are responsible for bringing their computer to school every day. Batteries must be charged and maintained daily.**
- Students are responsible for logging in under their assigned Latexo ISD username only.
- Students must not share their password with other individuals.
- Students must keep the computer in the provided case at all times.
- Students should not loan their computer nor any computer component to another student for any reason.
- Students may not play games or load/download any software on the computer unless instructed by a teacher to do so.
- When a computer is lost or stolen, the student must immediately notify the Technology Department no later than 5 school days after discovering the device is missing.
- When a computer is damaged or functioning improperly, the student must immediately notify the Technology Department no later than 5 school days after discovery of the damage or malfunction.
- If a student adds any unauthorized items to the computer, the student will receive disciplinary action. The district has the right to place certain restrictions on the student's use or access of district technology.
- Sound will be muted at all times unless teachers grant permission.

Care of the Computer

Students are responsible for the general care of the computer. Please follow these precautions:

- Do not place food and/or liquids near the computer.
- Do not stack any objects on top of the computer.
- **Never** attempt to repair or reconfigure the computer.
- Do not write, draw, stick or adhere anything to the computer.
- Do not decorate the computer using markers, personalized stickers, etc.
- Keep the computer and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data. Examples include radios, TV's, cell phones and microwaves.
- Do not expose the computer to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the computer in any vehicle.
- Do not obstruct the computer's vents, and do not place the computer on carpet while it is turned on.
- When walking from class to class, the computer must be properly closed and stored in the bag.
- The power cord must not be plugged in to the computer while the computer is not well ventilated. This will cause damage to the computer.

Screen Care

The computer screen is particularly sensitive to excessive pressure. Extreme care must be taken to protect the screen from accidental damage.

- Do not place anything on top of the computer or lean on it when it is closed.
- Do not place anything in the bag that may press against the cover of the computer.
- Do not poke the screen with anything, or handle the computer by holding the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, paper clips, stapled papers, etc.).

Repair Down-time

Latexo ISD is committed to student use of technology to aid academic success. When a student's computer is being repaired, there are several options available for continued use of technology.

Network Student Folders (H drives)

All students have a network folder in which to store digital files. Students can save important work in this folder, and access their work from any computer on the network. Students also have cloud storage with Google Drive.

Lab Computers

The library and certain classrooms have desktop computers that are available for student use.

Loaner/Computer Replacement

If a student's computer is damaged, it will be repaired or replaced as quickly as possible. If available, a loaner/ replacement computer can be issued. The policies out- lined in this handbook also apply to loaner/replacement computers. A loaner/replacement computer may not be provided if the damage is determined to be intentional or the result of gross neglect.

Fee Schedule

The following fee schedule will be applied in the case of declined insurance:

CHROMEBOOK	ELITEBOOK
Damaged Screen: $75.00	Damaged Screen: $170.00
Damaged Keyboard: $30.00	Damaged Keyboard: $50.00
Damaged Casing/Housing: $50.00	Damaged Casing/Housing: $80.00
Total Replacement Cost: $200.00	Total Replacement Cost: $1,250.00

The following fee schedule is applied in the case of missing or damaged accessories. The insurance program does not cover missing items:

Power Charger: $30.00
Chromebook Case: $20.00
Carrying Bag: $20.00
Elitebook Pen: $50.00

LATEXO ISD ACCEPTABLE USE POLICY (AUP)

Acceptable Use Policy
Latexo Independent School District is pleased to offer students access to a network for file sharing, storage, printing, email and Internet access, including access to YouTube for grades 9-12. Should a parent prefer that a student not have access to these privileges, then the parent should send a request in writing to the campus principal. Any dispute involving Acceptable Use of district resources will be settled at the discretion of district personnel.

Monitored Use
Email transmissions and any other use of the electronic communications by students shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational purposes. **Students are only allowed to use their district-issued email accounts while on school computers.**

It is all staff member's responsibility to monitor and educate students on internet safety, acceptable use and appropriate behavior when using electronic communications, including interactions with other individuals on social networking sites and messaging, plus awareness of and response to cyber-bullying on an annual basis per district curriculum.

Access to district approved email accounts and the Internet will allow students to explore thousands of libraries, databases, museums, and other repositories of information, and to collaborate with other Internet users around the world. The district filters the Internet for objectionable material. However, families should be aware that even though we filter content from the internet, some material might still contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the district are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe the educational benefits, access to informational resources, and opportunities for global collaboration, exceed the disadvantages. The district considers computer and guided Internet use a part of the instructional program just like a textbook.

What is expected?
The LISD Student Code of Conduct applies to electronic interaction, just as it would in any face to face interaction. Communications on the network are public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything they would not want their parents or teachers to see.

Privacy/Security — Network storage and Google Apps accounts may be treated like school lockers. Students are prohibited from accessing accounts, network folders and/or files that are not their own, unless they have been given specific instructions to do so from an administrator. Students will not intentionally or maliciously circumvent District security measures. Network administrators may review communications and content to maintain system integrity and to ensure students are using the system responsibly.

Storage — Users are expected to remain within allocated disk space for all district owned resources. Students should never download or install any software onto network drives or disks, unless they have written permission from the Network Administrator. Network storage of music and video files is **not** allowed.

Inappropriate materials or language— Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it their teacher immediately. Inappropriate files will be removed immediately.

General Guidelines
These are guidelines to follow to prevent the loss of computer privileges at school.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by downloading or uploading anything that isn't directly related to an academic activity.
4. Ensure Fair Use Guidelines are utilized for Copyright protected material.
5. Do not view, send, or display offensive content.
6. Keep user accounts and passwords secure and private, and only use district issued accounts.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work, accounts or files.
9. Users of any District Electronic Communication System shall not use it in any way that would be considered: (a) damaging to another's reputation; (b) abusive; (c) obscene; (e) offensive; (f) threatening; (g) harassing; (h) illegal; or (i) contrary to district policy.
10. Users may not use any District Electronic Communication System for any illegal activity, including but not limited to violation of copyright laws.
11. Email or any other District Electronic Communication System may not be used for private or commercial offerings of products or services for sale, or to solicit products or services.
12. Notify an adult immediately if you receive materials or encounter them on any computer that violates the rules of appropriate use.
13. Be prepared to be held accountable for your actions and for the loss of privileges if these rules of appropriate use are violated. Deliberate attempts to violate the rules of appropriate use may be viewed as violations of District policy and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Student Signature: _____

Parent Signature: _____

Date: _____

Note Regarding Signatures-
Students will be allowed to use Latexo ISD computers and computer services as prescribed by the teacher. The student signature may be required by some teachers. The signature shows that the student has been informed of the Acceptable Use Policy.
Computer usage is an integral part of the learning process just like text books. For this reason, Latexo ISD grants student access to computer services without written parent approval. Parents may submit a request to the principal that their child should have limited or no access to Internet resources. The state of Texas requires that all students reach a minimal skill level. Therefore, it is paramount that students have access. Access to computers, computer services, and the Internet is monitored by teachers, monitored electronically, and filtered electronically for inappropriate material. Parents must notify the campus principal by letter if they do not wish their child to have access.

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