CROSBY ISD

Parent/Student Mobile Device Handbook

2017-2018

Tradition … with a Future

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Handbook Overview

This handbook is intended to provide essential information about the use of student devices issued by Crosby ISD. The one-to-one student and teacher Device 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.

The following conditions are a summary of some of the most important concepts outlined in this handbook.

- Crosby ISD issues Devices to students for educational use only.
- An annual device maintenance fee is required for all students as listed in the table below.

Device Model	Fee
iPad Air 2	$25.00
MacBook Air 11”	$40.00

- There are fees associated with damaging the Device if damage is the result of an intentional act or gross neglect. These fees are listed on Page 11 of this Mobile Device Handbook.
- Crosby ISD Devices not returned when students leave for the summer or withdraw from school, may be considered stolen. Theft charges may be filed.
- Internet content is filtered on all Crosby ISD computers while in the district. Parents are responsible for content being filtered at home.
- Parents/guardians are ultimately responsible for all activities involving the Crosby ISD Devices while the student is off campus. See Page 4 for details.
- If a Device needs to be repaired or is lost, the student must report the need for repair or replacement to the campus technology team as soon as possible. The student’s report must be filed and the required paperwork completed within 5 school days from the time of breakage or loss. See Pages 4 and 7 for details.
- This handbook should be read carefully by students and parents/guardians. The agreement form included in this Mobile Device Handbook is a copy of what you and your student must sign prior to the student receiving the Device.

Terms of Crosby ISD Mobile Device Use

Acceptable Use: All students must comply at all times with the Crosby ISD Student Guidelines for Acceptable Use of Technology on Pages 16-19 of this Mobile Device Handbook and in the CISD Student Handbook. All students must also comply with the guidelines outlined in this Mobile Device Handbook. Failure to comply may result in disciplinary action and could end the rights of possession effective immediately.

Liability: If the Device is accidentally damaged, lost or stolen, the parent/ guardian may 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. If the Device is lost or damaged due to gross negligence, the parent/guardian will be responsible for the reasonable cost of replacement. Devices not returned, for any reason, at the end of the school year or when a student withdraws may be considered stolen. Theft charges may be filed.

Repossession: If the student and/or parent/guardian does not timely and fully comply with all terms of this agreement, Crosby ISD has the right to collect a district owned device and/or device accessories at any time.

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

Device Security

Various security measures are used on Crosby ISD computers. Security measures are not only used to protect Crosby ISD assets, but measures are also taken to protect Crosby 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, downloading, installing software, removing software, and changing system settings. See Student Responsibilities on Page 7 for additional information.

Filtering Software: Internet filtering software automatically filters all access to the Internet while the device is on the district network. Parents/guardians are responsible for monitoring their child's access to the Internet when the student is at home or outside of the district network.

Social Media Guidelines

- Students will be expected to use some Web 2.0 and social media tools as part of their course curriculum under the supervision and guidance of their teachers. These tools may include Google Apps for Education, Edmodo, Crosby Private Label Wiki, Project Share, Learning.com, and others.
- 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 Web 2.0 and social media tools, safeguards are in place to protect and assure the safety of students. In some instances, individual or identifiable profiles may be used that are open to the public. Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require publicly identifiable student information to be made available on the Internet.
- Use of these tools must be in accordance with Crosby ISD's Policies and Procedures, including, but not limited to, the Acceptable Use Regulations.

Internet Access from Home

Crosby ISD is not responsible for providing Internet access outside of designated Crosby ISD facilities. In order to access the Internet from home, you must have an internet service provider. Students can access their home Internet service in two ways:

- Using an Ethernet adapter and cable, the Device can be "hardwired" to a switch, hub, or router.
- If you have an existing wireless access point, the Device can join your home wireless network.

Parental Responsibilities

- Parents/guardians are responsible for monitoring the student's use of the Device while at home and away from campus at all times.
- Parents/guardians must review, with their student, the Student Guidelines for Acceptable Use of Technology in Pages 16-19 of this Mobile Device Handbook and in the CISD Student Handbook.
- Parents/guardians are responsible for monitoring their student's activities on the Internet on a regular basis.

Crosby ISD Device Guidelines

- Students may not bring in or set up their own network.
- Students may have no expectation of privacy on any information stored on, accessed from, or used with the Device. The Device belongs to Crosby ISD, and appropriate district and school officials may monitor a computer or access its contents at any time.
- All students will be issued a Crosby ISD case with an identification tag. The identification tag must remain on the case at all times. If the identification tag is lost, the student must immediately notify the campus technology personnel.
- If technical issues arise, students must notify a teacher or the campus technology personnel immediately.
- Each Device is identified by a specific number and assigned to an individual student. To ensure that a student always has his assigned Device, Devices should never be switched from case to case.
- Under no circumstances may Devices be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the commons, the cafeteria, 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 campus technology personnel. Disciplinary action may be taken for leaving a Device in unsupervised locations.
- Files may not be deleted by anyone other than the original creator/owner.
- Deletion of certain files can affect the performance of the Device, and can interfere with the student's ability to complete class work, which may affect the student's grades.
- All students have access to Google Drive in which to store data. It is the responsibility of the student to ensure critical files are backed up regularly on their Google Drive.
- All use of the Internet must comply with district guidelines. Log files are maintained on each Device 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 Crosby ISD-issued Devices.
- At all times, students are responsible for their Device, whether at home or school.
- Students are responsible for bringing their Devices to school every day. Batteries must be charged and maintained daily.
- Students are responsible for logging in under their assigned username. Students may not share their password with other individuals.
- Students must keep the Device in the provided case at all times.
- Students should not loan their Device nor any Device component to another student for any reason.
- Students may not play games, load or download any software, music pictures, etc. on the Device unless instructed by a teacher to do so.
- Devices come with standardized software already loaded. This standardized load may not be changed in any way.
- When a Device is lost or stolen, the student must immediately notify the campus repair center and submit the required paperwork no later than 5 school days after discovering that the device is missing.
- When a Device is damaged or functioning improperly, the student must immediately notify the campus technology personnel and submit the required paperwork no later than 5 school days after discovery of the damage or malfunction.
- If a student adds any unauthorized items to the Device, the student will be required to return the Device. A student can either pay $15.00 to re-image the Device or certain restrictions may be placed on the student's use or access of district technology. In any event, 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 Device

Students are responsible for the general care of the Device. Devices that are broken or fail to work properly must be taken to the campus technology personnel within 5 school days. Please follow these precautions:

- Do not place food and/or liquids near the Device.
- Do not stack heavy objects on top of the Device.
- Never attempt to repair or reconfigure the Device or any peripherals.
- Do not write, draw, stick or adhere anything to the Device or case.
- Do not decorate the Device or case using markers, personalized stickers, etc.
- Keep the Device and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data.
- Do not expose the Device to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the Device in any vehicle.
- Do not obstruct the Device's vents, and do not place the Device on surfaces such as paper or carpet while it is turned on.
- Devices are not to be used on Crosby buses.
- When walking from class to class, the Device must be properly closed and stored in the case.
- The power cord must not be plugged in to the Device while in a backpack. This may cause damage to the Device and poses a safety hazard

Screen Care

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

- Do not place anything on top of the Device or lean on it when it is closed.
- Do not place anything in the case that may press against the cover of the Device including paperwork.
- Do not poke the screen with anything. A stylus and your finger are the only means that should be used to interact with the Device.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, paper clips, stapled papers, etc.).
- Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the LCD screen. If your screen needs to be cleaned, please contact the campus technology personnel.

Repair Downtime

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

Google Drive

All students have a Google Drive account in which to store digital files. Students should save important work in this drive so they can access their work from any computer on the network.

Loaner/Device Replacement

If a student's Device is damaged, it will be repaired or replaced as quickly as possible. If available, a replacement Device will be issued. The policies outlined in this handbook also apply to replacement Devices. A replacement Devices may not be provided if the damage is determined to be intentional or the result of gross neglect.

Repair Cost Information

All Devices are covered by a factory warranty for the entire year that covers all manufacturer's defects. The Devices are in good working order and are issued with CISD standardized software loaded. Students are expected to keep the Device in good condition. Failure to do so could result in out-of-pocket costs summarized in the tables on the following page.

All monies owed must be paid in full before a Device will be issued. Report card holds will apply to all Device monies owed.

Device Usage Fee

Crosby ISD will require a non-refundable Annual Maintenance Fee of $25.00 for an iPad and $40.00 for a MacBook. This fee will be paid at the beginning of the school year and will assist with the sustainability of the devices. This includes upgrades, maintenance, and any other district identified ongoing-costs to implement or support the device program. This does NOT cover accidental or intentional damage, neglect, abuse, improper care, loss or theft of the device.

The tables on the following pages represent charges for each occurrence of loss or damage. They are not all inclusive and are subject to change.

Approximate Fees

MacBook: Crosby High School

Total Loss	Cost
First Incident	$50.00
Second Incident	$125.00
Third Incident	Fair Market Value of the device

Deliberate Damage or Neglect	Repair/Replacement Cost
Broken Screen	$115.00
Keyboard	$40.00
Power Adapter and Cord	$50.00
Power Adapter Duckhead	$3.00
Track pad	$15.00
Battery	$30.00
Re-image hard drive due to violation of AUR or other damages (graffiti, illegal software)	$15.00
Carrying Case	$15.00
Fair Market Value of Device	$899.00

Accidental damage is **not** covered through Apple Care. If a MacBook is accidently damaged three times or more, refer to the charges above for Fair Market Value of Device.

iPad: Crosby Middle School

Total Loss	Cost
First Incident	$25.00
Second Incident	$50.00
Third Incident	Fair Market Value of the device

Deliberate Damage or Neglect	Repair/Replacement Cost
Power Adapter	$12.00
Power Cable	$12.00
Power Adapter Duckhead	$3.00
Protective Case	$15.00
First Incident to iPad	$50.00
Second Incident to iPad	$70.00
Third Incident to iPad	Fair Market Value of Device
Fair Market Value of Device	$499.00

Accidental damage is covered through Apple Care. However, if an iPad is accidently damaged three times or more, refer to the charges above for Fair Market Value of Device. Apple, Inc. will determine if the device is accidentally damaged.

Reporting Damages/Theft

Damages

Students will have 5 days to report any damages or theft to the campus technology personnel through the Work Order System. Students will be required to answer a series of questions to help gather more information about what is wrong with their Device. After a Work Order Request has been turned in the student must back up any items on their Device and bring the Device to the campus technology personnel.

Theft

If a student thinks their device is lost and/or stolen, they must contact the campus technology personnel and fill out a “Missing Device Report”.

If a student knows that their device has been stolen or damaged and already has a police case number, they must contact the campus technology personnel and fill out a “Missing Device Report”.

In either case, a new device will be issued to the student as soon as possible.

Returning Peripheral Items

Charger

All peripheral items, such as power adapters and cases, are required to be returned at the end of the school year or when a student withdraws from a Crosby ISD school. If a student is assessed a fee due to not returning a peripheral item, they may return the peripheral item or pay the replacement cost. However, once Crosby ISD has handed out devices to students the following year, students can no longer return the item and must pay the replacement cost.

1:1 Program Definitions

One-to-One (also abbreviated 1:1): program where the ratio of students to computers is one to one. In Crosby ISD, this program is in place at Crosby High School and Crosby Middle School (grades 7-8).

Products We Use

Browser: the program used to explore the internet; Safari, Chrome, and FireFox are approved for use on Crosby devices.

Skyward: online gradebook system that is "live" – parents have access and can set "triggers" to get alerts when grades drop or assignments aren't turned in.

Office 365 (Student Advantage): the way students will access Office 2013. It requires students to log-in every 60 days to verify they are still a student.

CISD App Catalog: Software Center: where students can go to install District-approved software and updates (Software Center is pinned to the taskbar).

Google Drive: a cloud storage service that allows students to store their documents, photos and videos online.

Google Docs: a Web-based application in which documents and spreadsheets can be created, edited, and stored online.

Gmail: student email program that also offers student storage space and Web 2.0 tools

Work Order System: The online site where students submit a work order for his/her device.

Hardware

MacBook Air: the Device model the students have at Crosby High School.
iPad Air: the Device students have at Crosby Middle School.
Hardwire: when a computer is connected to the internet using an Ethernet cable.
Touch Screen: allows the use of fingers to control you're the device.
Identification Tag: identifies who the device is issued to and must remain intact at all times.
Power Adapter: attachment used to charge a device.
Google Drive: student network drive that is accessible from any CISD building and at home.
Wireless: network access that is available without being hardwired to a device. Wireless access is available inside all CISD buildings.
Case: storage designed to protect the device.

People

Campus Technology Personnel: each campus is staffed with a technician and an instructional technologist. All technicians and instructional technologists are available to assist students with requests. The fastest way to resolve any issues is to turn in a Work Order Request online and bring the device to the technology staff.

Crosby ISD Device Form

Parent/Student Mobile Device Agreement Form 2017-2018

CROSBY INDEPENDENT SCHOOL DISTRICT
706 Runneburg Road
Crosby, TX 77532
281.328.9200

Crosby ISD Parent/Student Mobile Device Agreement Form 2017-2018

I am aware of the terms set forth in the Crosby ISD Parent/Student Mobile Device Handbook. I understand and will comply with all of the conditions outlined within. Parents, please read and ***initial*** the following.

_____ I understand that my student must report any needed repair or damage to the device within 5 school days from the time of occurrence otherwise I may be liable for any cost incurred by the district to repair or replace the device.

_____ I have received and understand that I am bound by the terms and conditions stated in the 2017-2018 Crosby ISD Parent/Student Mobile Device Handbook.

_____ Date

_____ Grade

_____ Student Name (please print)

_____ Student Signature

_____ Parent/Guardian Name (please print)

_____ Parent/Guardian Signature

Appendix

The Crosby ISD Student Guidelines for Acceptable Use of Technology Resources can be found in the Crosby ISD Student Handbook and on the district website at: http://www.crosbyisd.org. It is included as Pages 17-19 of the Mobile Device Handbook for convenient reference.

Acceptable Use Regulations

Student Regulations for Acceptable Use of Technology Resources

You are being given access to the Crosby ISD's ("District") provided technology resources listed below.

With this educational opportunity comes responsibility. It is important that you and your parents read the applicable District policies, administrative regulations, and agreement form. Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access.

You are being given access to the following technology resources:

- A district email account (grades 9-12).
- A district Google account including access to cloud-based (online) document storage and collaboration space (Google Apps for Education, for example).
- District computer hardware, software, and printers on your school campus.
- Access to District-owned technology resources for use at home.
- District-filtered Internet access while on campus.

If you are being issued a District-owned technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Additionally, the District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies FFH and FFI]

It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed, and the use does not interfere with school work.
- If you are issued your own account and password, you must not share your account information with another person.
- You must remember that people who receive e-mail or other communication from you through your school account might think your message represents the school's point of view.
- You must always keep your personal information and the personal information of others private. This includes name, address, photographs, or any other personally identifiable or private information.
- Students will not download or sign up for any online resource or application without prior approval from their teacher or other District administrator.
- Students age 13 or younger will not sign up for individual accounts, but will use a District or classroom account, as applicable.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- You must be sure to acknowledge the work and ideas of others when you reference them in your own work.
- You must immediately report any suspicious behavior or other misuse of technology to your teacher or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

INAPPROPRIATE USES

- The following are examples of inappropriate uses of technology resources that may result in loss of privileges or disciplinary action:
- Using the resources for any illegal purpose, including threatening school safety.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.

- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable or bypass any Internet filtering device.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself or others, such as addresses, phone numbers, or photographs without permission, or responding to requests for personally identifiable information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be immediately reported to a teacher or administrator.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Downloading unauthorized applications or software or gaining unauthorized access to restricted information or resources.
- Encrypting communications to avoid security review.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's technology resources;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or responsible use guidelines to a supervising teacher or the technology director.
- You must report to a supervising teacher or the technology coordinator any requests for personally identifiable information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.