

HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT



Student Device Handbook



1-to-1 Laptop Program

2019-2020



Hughes Springs ISD 1-to-1 Laptop Program

Goals and Objectives

We believe that technology is a tool that can be used to improve engagement, elevate rigor, and transform and personalize instructional practices in the classroom and at home. Our learning environment requires that each student has access to his/her own technology throughout the school day and beyond.

The 1-to-1 laptop program will enable teachers and students to save time, personalize learning experiences, and collaborate and connect with each other and the world outside the classroom.

This handbook will serve as information and guidelines for students and parents in the utilization of their device.



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Device Specifications

Section 1

Devices issued will be one of two different models of Windows laptops:

Acer Spin 5

Lenovo ThinkPad E570

Students will also be issued a charger, a protective carrying case, and a set of earbuds.

These devices are property of HSISD and will be loaned to students for instructional purposes.

Issuing Devices

Section 2

2.1 Receiving Devices:

Before a laptop is issued to a student, families must complete the Device Use Form and the Insurance Form, both included in online registration in Skyward, and pay the required annual insurance and usage fee.

The annual fee is nonrefundable and must be paid every year and provides coverage for most types of damage, loss, or theft of the devices. For more information, see Section 7: Repairing or Replacing Your Device.

Laptops will be distributed by grade level prior to the first day of school. Schedule will be sent out by mail.



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2.2 Returning Devices:

Students will keep the originally assigned laptop from year to year throughout their high school career.

Laptops and accessories must be returned to the district under the following circumstances:

- At the end of each school year, unless approved for summer checkout
- Before leaving/withdrawing from Hughes Springs ISD
- Upon request of the district, for inappropriate use of the equipment
- Disciplinary reasons, e.g. suspension or expulsion

Students will be allowed to take their device home during the school year. Students may also request to check out their laptop for the summer for college courses or other educational purposes. Summer checkout forms will be emailed to students in May and must be approved prior to the last week of school. Laptops not approved for summer checkout must be turned in on the designated day before the last day of school.

Taking Care of Your Device

Section 3

3.1 General Precautions:

- Keep food or drinks away from your laptop.
- Power cord must be inserted and removed carefully.
- Laptops should be shut down when not in use to conserve battery life.
- Laptops will be labeled with a district asset tag, which must never be removed or altered. Students should know their asset number in order to identify their device. If any issues arise with the district labels, contact the Technology Department for replacement.
- Laptops and sleeves must remain free of any writing, drawing, stickers, or labels that are not applied by HSISD.
- Devices should only be used by the assigned student. Never loan your laptop to another person.



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3.2 Carrying and Storing Your Device:

- Devices must never be carried without the district-issued protective sleeve.
- Never carry your laptop by the screen. You should close the device before moving it, but if you must move the device while open, carry with both hands on the base of the device.
- Laptops should never be left in a vehicle – locked or not. They are attractive targets for thieves, and exposure to extreme temperatures can damage the device.
- When not in use, laptops should be stored in a locked room or other secure location.

3.3 Cleaning Your Device:

Clean screens only with the district-provided cleaning kit. Spray the screen lightly (1-2 sprays) with the cleaning solution and wipe gently with the microfiber cloth. Do not use any other cleaning products on your device. If you require additional cleaning supplies, cleaning kits may be purchased from the Technology Department for \$3.

Using Your Device

Section 4

Laptops are intended to be used at school each day for instructional purposes when instructed by a teacher.

In addition to teacher-directed learning opportunities, school messages, announcements, calendars, and schedules may be accessed using the device.

Students are responsible for bringing their device to school and to all classes each day, unless specifically instructed otherwise by a teacher or administrator.

4.1 Charging the Battery:

Laptops must be brought to school each day with the battery fully charged. Students are responsible for charging their laptops each evening at home.

Students should bring their chargers to use in classrooms in the event that battery runs low. Supervised charging stations will also be available in both gyms during athletics and lunch.

Laptops may get warm during charging. It is best to keep objects away and turn the device off during charging whenever possible.



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4.2 Screen Savers, Wallpaper, and Other Media:

Inappropriate media may not be used as a screensaver, desktop background, profile picture, or for any other purpose on your device. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated or gang-related symbols will result in disciplinary action. Inappropriate media and music found to be stored or viewed on the device will result in disciplinary action and may also result in the loss of device privileges.

4.3 Video, Audio, & Music:

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

Students may only use headphones in the classroom with permission of the teacher for instructional purposes.

4.4 Recording Audio, Video, Photos/Images:

Students are not allowed to use their laptop to take photos or record audio or video of another student, teacher, or class without their knowledge and permission.

Students are not permitted to obtain pictures, video, or audio recordings at any time during school or at school events without the consent of the individuals being recorded.

4.5 Printing & Scanning:

Students will not have rights to install printers on laptops. Documents will need to be shared digitally or printed from another device. There will be a scanner available in the library for student use.

4.6 Software, Apps & Updates:

Approved district software may be installed by students through Software Center. Students should only install necessary software from Software Center and will not have permission to install any other software on laptops.

Device updates will install automatically based on a schedule set by the technology department when connected to the district wireless network. Updates will be forced after a period of time, so students should install available updates at the earliest convenient time to avoid interruptions.



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4.7 Using the Internet Off Campus:

Students may connect to wireless networks at home and off campus. Internet connections will always be filtered through the district content filter, even off campus.

If you have trouble connecting your device to your home network, contact your internet provider.

4.8 Devices Left at Home:

Students who leave their devices at home are responsible for completing course work.

Loaner devices will not be available for students who leave their devices at home. Repeated failure to bring the device to school may result in disciplinary action.

Managing Files & Saving Work

Section 5

Students will use Microsoft OneDrive, the district assigned cloud storage service, to save documents and files. Files that are created in or uploaded to OneDrive are available from any device with internet access.

Files saved locally on the laptop are susceptible to loss in the event of mechanical failure or damage to the device. Student work should always be saved in OneDrive. OneDrive sync folders can be set up on the laptop for offline access.

Students are not to save music, photos, videos or other media on the device that is not directly used for schoolwork. The district reserves the right to delete any files it deems are in excess and causing performance issues.

It is the student's responsibility to ensure that their school work is not lost due to mechanical failure or accidental deletion. **Computer network, internet issues, and/or laptop malfunctions are not acceptable excuses for not submitting school assignments on time.**

The district will not be responsible for backing up or restoring any files or data lost following a mechanical failure of the device. Files should always be saved in OneDrive.



Acceptable Use

Section 6

The district Acceptable Use Policy (AUP) is signed annually during online registration. This document can be found at www.hsisd.net under Students > Handbooks and Rules. The AUP outlines the guidelines and behaviors expected when students are using any form of school technology. Please read the AUP in its entirety and ensure compliance.

The information in this document is supplemental to and is not intended to supersede the AUP.

6.1 General Guidelines:

- Students are responsible for the ethical and educational use of the technology resources of HSISD.
- Access to HSISD technology resources is a privilege and not a right.
- Student email accounts are to be used for school purposes only. All communications are monitored and archived.
- Cyberbullying will not be tolerated and appropriate disciplinary action will be taken immediately by the campus principal.
- Students will not attempt to view inappropriate images or content online
- Students will not attempt to circumvent the school safety measures or filtering tools
- Students will not plagiarize content found online or engage in unauthorized use of copyrighted material.
- Students will protect the safety and personal privacy of all users.

6.4 Inspection & Monitoring

Devices are property of HSISD and are subject to inspection at any time. Reasons for inspection include but are not limited to checks for functionality, maintenance, settings, and restricted content and settings.

The technology department will have the ability to monitor student internet searches and browsing history on the device at all times (school, home, etc). This will be used to ensure safety and that devices are being used for educational purposes.

6.5 Consequences:

Students in violation of this Acceptable Use Policy may lose technology privileges and will incur consequences according to the Student Code of Conduct.



Repairing or Replacing Your Device

Section 7

The required annual fee will be used to service devices that are repairable through a repair contingency fund. The fee will provide coverage for most types of damage, loss, or theft. The fee is required for each student and is non-refundable. All incidents will be investigated by the administration, and HSISD has the sole authority to determine which claims are covered.

We want to ensure that all students have access to the devices for learning, so contact the principal or counselor if financial assistance is needed.

7.1 Coverage:

The following accidental and unintentional events are covered by the annual fee. These claims will be covered and devices will be repaired or replaced at no cost.

- **Accidental Damage:** Covers damage caused by drops, spills, and any other unintentional event.
- **Theft:** Covers loss or damage due to theft or missing devices. Claim requires the filing of a police report.
- **Fire:** Covers loss or damage caused by fire. Claim must contain an official report from authorities.
- **Natural Disaster:** Covers loss or damage in the event of a natural disaster.
- **Charger and case:** Accidental damage or malfunction of the charger or case will be covered.

7.2 Coverage Exclusions:

Claims for any of the following events will not be covered. Any damage or loss under the following circumstances will incur additional fees to the student/parent/guardian to repair or replace the device.

- **Abuse and Neglect:** Any intentional damage or damage caused by abuse, misuse, neglect, or by operating the device outside the permitted or intended use described in this document and the Acceptable Use Policy, or the Student Code of Conduct will not be covered.



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- **Loss of the Device or Accessories:** Loss of the device, charger, or case will not be covered.
- **Dishonest, Fraudulent, or Criminal Acts:** Coverage is not provided if damage or loss occurs in conjunction with a dishonest, fraudulent, or criminal act.
- **Unapproved Use:** Damage caused by use or installation of applications, software, or accessories which are not approved by the district will not be covered.
- **Unauthorized Users:** Damage caused by loaning the device or charger to another student or anyone who is not HSISD technology personnel or administrative staff will not be covered.

7.1 Making a Claim for Damage/Repair:

All damage must be reported to the Technology Department as soon as possible. This process will be as follows:

Step 1: Call the Technology Department. A technology work order will be created.

Step 2: The technology department will collect the device and help the student complete the required Incident Report form.

Step 3: For incidents not covered by the annual fee, parents will pay repair costs. Invoice will be sent by the Technology Department and must be paid before the device is returned.

Step 4: The device will be repaired and returned to the student.

All efforts will be made to return the repaired device to the student in a timely manner. Depending on the issue however, it may take several days or weeks to complete the repair. Loaner devices, when available, will be provided at the technology department's discretion.

7.2 Lost or Stolen Devices:

It is imperative that the technology department is notified immediately if a device is missing. Call the Technology Help Desk number at 903-639-3878.

If your device is lost or stolen, follow the reporting procedure:

Step 1: Report it immediately to the Technology Department

Step 2: Technology staff will attempt to locate the device electronically.

Step 3: If the device is not recovered within 24 hours, parents must file a police report.

Step 4: Once a police report is on file, bring a copy of the police report to the Technology Department, and a replacement device will be issued if one is available.

Step 5: If the original device is recovered, that device will be returned to the student, and the replacement device will be collected.



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7.3 Failure to Return Device:

Parents/students will be charged the cost of a replacement device if a student fails to return the device and/or the accessories upon graduation, withdrawal from the district, or when required by the district for disciplinary reasons.

7.3 Repair/Replacement Costs:

Estimates for the cost of common repairs and replacement are below. Prices are subject to change due to current replacement cost.

- Acer Spin 5 – \$750
- Acer Spin 5 screen - \$270
- Acer Spin 5 charger – \$15
- Lenovo ThinkPad E570 – \$600
- Lenovo Thinkpad E570 screen - \$65
- Lenovo ThinkPad E570 charger – \$35
- Case or sleeve - \$25

Technical Support

Section 8

For password resets, contact your campus librarian.

Report any damage to the device as soon as possible to the Technology Department for repair.

For any other issues, first seek help from peers or a teacher. If your issue cannot be resolved, email help@hsisd.net.

For issues requiring immediate attention, ask a teacher to call the Technology Help line.

