

# **Ballinger Independent School District**



**Student/Parent Laptop Handbook**

**And**

**Acceptable Use Policy**

**2015-2016**

# Ballinger Independent School District

August 6, 2015

Dear Students and Parents:

Ballinger Independent School District is proud to continue our Laptop Initiative – “**emPOWERing Students for the Future**”. This project loans a school owned laptop computer to students for educational use at school and at home. MacBook laptops are an important tool for student learning. Teachers will often use the MacBooks for classroom instruction and will be assigned homework and projects that will require students to use the MacBooks. Electronic textbooks will be available on the laptop to eliminate the need to carry regular textbooks. Accessing the Internet will allow students to have more resources available and stay up-to-date with current worldwide information than what Ballinger ISD could provide through utilization of a basic textbook or other classroom media series.

For students to gain maximum educational benefit from the laptop computers, they will need to use them at home as well as school. **Ballinger ISD will assess a \$25.00 non-refundable annual use fee. The child/parent will still be responsible to pay a \$50 fee per incident for items not covered under warranty. LAPTOPS STOLEN FROM UNLOCKED AUTOMOBILES ARE NOT COVERED BY INSURANCE OR BY THE DISTRICT AND STUDENT/PARENT WILL BE RESPONSIBLE FOR THE REPLACEMENT COST OF THE LAPTOP!** Pricing fees for non-covered damage to a laptop is listed out in detail on the attached “**Student/Parent Laptop Agreement.**”

Parents are encouraged to be involved with their child’s computer care and use. Students will be trained on proper care, proper use, and educated on appropriate online behavior, including interacting with other individuals on social networking websites, chat rooms and cyber bullying awareness and response. The **Student Agreement Form** and the **Laptop Checkout Agreement Form** must be signed by each student and a parent/legal guardian and turned in before receiving the student laptop. Students will **not** receive a laptop until **all forms** are returned, including the Free and Reduced Meal Application unless previous year information is used. Please note the general “**Acceptable Use Policy.**”

Ballinger ISD will no longer be providing insurance policies on the laptops. Repairs will be completed by the district and **students/parents will be responsible for repair cost outlined in the AUP**. The district is asking all parents and students to take better care of this resource otherwise the district may not be able to continue the laptop program in future years. Please keep all food and drinks away from the laptop along with younger children and pets.

The laptop computers will have many uses at home without Internet Access, but the students could receive additional benefits with this service. Textbooks and other class content will be saved on each laptop as directed by the students’ teachers. **However, Internet access at home will not be required.** Students will be able to gain access around each of the Ballinger Independent School District schools.

We hope that you share our excitement of being able to offer the laptop computers as an instructional resource to our students and teachers at Ballinger Independent School District. The impact on teaching and learning will be enormous. Our students will gain access to current information and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any 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.

Sincerely,

Jeff Butts  
Superintendent of Schools



## Student/Parent Laptop Handbook

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## Computer Specifications

You can find out more information about District issued laptops and updates for this student handbook at: [District Policy](#)

## Terms of the Laptop Loan

**Terms:** Student/Parent will make arrangements to pay a **nonrefundable annual use fee of \$25** for taking possession of the laptop. Students will comply at all times with the Ballinger 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's name 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 reporting the incident to the District's Technology Department 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. **LAPTOPS STOLEN FROM UNLOCKED AUTOMOBILES ARE NOT COVERED BY INSURANCE AND STUDENT/PARENT MAY BE RESPONSIBLE FOR THE REPLACEMENT COST OF THE LAPTOP!** See Laptop Use & Maintenance Fees below.

**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 residence, 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 no 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.

## Laptop Use & Maintenance Fee

**Students will pay a non-refundable \$25.00 annual use fee**

- Students will make arrangements to pay the fee before taking possession of the laptop.
- In case of theft, vandalism, and other criminal acts, the student or parent **MUST** file a police report **within 24 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report is provided to the school the following day school is in session.** Upon completion of the investigation the District may assess a replacement fee for the laptop. **LAPTOPS STOLEN FROM UNLOCKED AUTOMOBILES ARE NOT COVERED BY INSURANCE AND STUDENT/PARENT MAY BE RESPONSIBLE FOR THE REPLACEMENT COST OF THE LAPTOP!**
- If laptop is lost, students/parents are responsible to pay for the fair market value to replace the laptop (see Fair Market Value chart). **LAPTOPS STOLEN FROM UNLOCKED AUTOMOBILES ARE NOT COVERED BY INSURANCE AND STUDENT/PARENT MAY BE RESPONSIBLE FOR THE REPLACEMENT COST OF THE LAPTOP!**
- **Student could be charged the full price of the laptop if deliberately damaged or vandalized. Vandalism will be reported to the local police department.**
- Seniors must clear all records and pay all fees before participating in graduation.
- Students/Parents are responsible for cost associated with the fees associated with the non-covered items (see Repair Pricing Chart – Page 2).

## Table of Fair Market Value

Age of Laptop	Fair Market Value
1 year or less	\$ 900
2 years	\$ 800
3 years	\$ 700
4 years	\$ 600

\* Original cost to the District is currently \$900.00

**FEES ASSESSED:** Pricing below is for **replacement** cost or **accidental** damages and what the student/parent responsibility will be for each event.

### Table of Estimated Repair Pricing

Description of Non-Warranty Repair/Replacement Laptop Computer	Replacement Cost	Student/Parent Responsibility
Reimage of Hard Drive	\$ 15	\$ 15
Abandonment Fee	\$ 15	\$ 15
Backpack Sleeve	\$ 50	\$ 50
Damaged/Lost Power Supply	\$ 70	\$ 50
Keyboard Key Damage (Keys popped off)	\$ 100	\$ 50
Broken Screen (LCD)	\$300 - \$400	\$ 50
Damaged Keyboard – (Non Water Damage)	\$300 - \$400	\$ 50
Theft of Laptop	\$700 - \$900	\$ 50
Other Minor or Major Intentional Damages Including Damages Due to the Removal of Protection Devices: Keyboard Skin, Hard Shell Cover or Protective Sleeve inside of Laptop Computer Backpack	\$50 - \$900	\$50 - \$900

### 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 musical instrument, [technology] and uniforms owned or rented by the District.

If this fee creates a financial hardship on the student or parent from obtaining a laptop, please contact the campus technology department administration about options regarding payment of the fee or you may fill out the attached payment plan.

The administration will:

- Provide payment options for the student to pay out the fee over time (see attached form)
- Allow the student to provide hardship qualification information to campus administration (Reference Laptop Payment Option Form – Provided in Student Packet)

## Use of Computers and Laptops on the Network

Ballinger ISD is committed to the importance of a student being able to continue with his/her work when his/her laptop is experiencing problems. To assist with this problem the District is providing the following:

### Network Student Drives

The students will have network storage either locally or in the cloud. Students can save important items on this drive location, keeping a backup that they can access from anywhere on the network.

### 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 child's teachers about the availability of coursework and assignments on the District website.

### 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, but may be unprotected at home. Students are in violation of District policy if they access these sites through proxies. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms and cyber bullying awareness and response. Parents may want to restrict their home access and it is the parent/guardians responsibility to set usage rights away from school district campuses. The school district will meet all FCC, SLD, State, and Local rules for Internet Safety.

### Additional Sources of Internet Safety Information:

- ☑ FBI Parent's Guide to Online Safety: <http://www.fbi.gov/publications/pguide/pguidee.htm>
- ☑ Internet Safety: <http://www.isafe.org>
- ☑ NetSmartz: <http://www.netsmartz.org/netparents.htm>
- ☑ Carnegie Mellon University: <http://www.carnegiecyberacademy.com>
- ☑ Common Sense Media: <http://www.common sense media.org/educators/curriculum>
- ☑ National PTA Association: [http://www.pta.org/topic\\_internet\\_safety.asp](http://www.pta.org/topic_internet_safety.asp)
- ☑ The National Criminal Justice Reference Service: <https://www.ncjrs.gov/internetsafety>

### Screensavers and Desktop Images

- Inappropriate media may not be used as a screensaver or desktop image
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not permitted
- There is a \$15 reimaging charge to remove any of the above items. **Reimaging the laptop could 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 in the classroom.

## 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 mandatory \$15 reimaging charge. **Reimaging the laptop could result in the loss of ALL personal data.**

## Music, Games, or Programs

- All music downloaded and educational computer games streamed over the Internet must be **appropriate** as per District policy along with all Copyright laws must be followed. Disk space may be limited.
- 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 could result in the loss of ALL personal data.**

## Unauthorized Access

Reference Board Policy CQ Local at [www.ballingerisd.net](http://www.ballingerisd.net)

## Transporting Laptops

- Laptop must be transported in district-approved backpack and must protect the laptop from damage
- To prevent system damage while transporting laptop from room-to-room the laptop needs to be closed and placed in district-approved backpack
- Laptops do **NOT** have to be shut down and turned off between classes
- Laptops **MUST** be logged out of the districts network before leaving school property
- Laptops **MUST** be **LOGGED IN** after arriving at school. If users do not login after arriving on campus will cause network resources to not work properly
- **Batteries must be fully charged prior to arriving at school each day.**

## Laptop Charger Care

- Laptop chargers must be properly cared for per technology department instructions to prevent damage to the charger.
- Students will be held liable for any damage to the charger.

## **Student/Staff Acceptable Use Policy for Technology Resources**

These guidelines are provided so students and parents are aware of the responsibilities students and parents accept when they use District-owned computer hardware, laptops, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communications technologies and internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

### **1. Expectations**

- a. During the class period, student use of computers, other technology hardware, software, and computer networks, including the Internet is only allowed when supervised or an instructional staff member has granted permission.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center (library) of each campus as well as posted on the District website. Staff will inform students of what Copyright laws are at the beginning of the school year.
- c. 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.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

### **2. Unacceptable conduct includes, but is not limited to the following:**

- a. 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, host file sharing software, or creating or using proxy services to gain access around the districts firewall.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. 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.
- d. 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 along with placing a computer virus on a computer or network.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- f. Intentionally wasting finite resources, i.e., online time, real-time music.
- g. Gaining unauthorized access anywhere on the network.
- h. Revealing the home address or phone number of one's self or another person.
- i. Invading the privacy of other individuals.
- j. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- k. Coaching, helping, observing or joining any unauthorized activity on the network.
- l. Forwarding/distributing E-mail messages without permission from the author.
- m. Posting anonymous messages or unlawful information on the system.
- n. 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.
- o. Falsifying permission, authorization or identification documents.
- p. Obtain copies of, or modify files, data or passwords belonging to other users on the network.



### 3. **Acceptable Use Policy - Ballinger Independent School District**

#### a. **General Guidelines**

- Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals, and objectives of the Ballinger Independent School District.
- Students are responsible for their ethical and educational use of the computer online services.
- All policies and restrictions of the computer online services must be followed.
- Access to the Ballinger Independent School District computer online services is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement form and adhere to the policy at all times.
- The use of any computer online services at the Ballinger Independent School District must be in support of education and research and in support of the educational goals and objectives of the Ballinger Independent School District.
- When placing, removing, or restricting access to specific databases or other computer online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- Transmission of any material, which is in violation of any federal or state law, is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the BISD Student Code of Conduct.
- Any parent wishing to restrict their children's access to any computer online services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

#### b. **Network Etiquette**

- Be polite and use appropriate language.
- Do not reveal personal data (home address, phone numbers or phone numbers of others).
- Remember other users of computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

#### c. **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.

- Copyrighted 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.
- Additional References – Ballinger ISD Handbook**

d. **E-Mail**

- E-mail should be used for educational use 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 individuals 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**.
- Students shall receive e-mail account assigned by the district technology department when the district deems it appropriate.
- 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; or
  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 the 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.

e. **Website and Media Publishing Standards**

**The following Standards will apply to all web sites developed and published in the name of Ballinger Independent School District on the World Wide Web or a District Intranet:**

- Any web pages that are created and maintained in the name of any part of Ballinger Independent School District must follow all policy regulations of the school board and District even if the web pages are maintained on a server not owned and operated by Ballinger ISD.
- Web pages for educational purposes will be housed on the District web server. All District policies and regulations including those regarding the Internet must be followed.
- To access the District web server, an account will be established in the name of a school District employee. Only this employee will have access privileges.
- The Technology Department will authorize the creation of any website and verify the website meets all District policies and regulations.
- The campus or department is responsible for maintenance of their portion of the website.
- Any links connected to a District approved website must meet District policy and regulations.
- All copyright laws must be followed. 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.
- A release form must be obtained from a parent or guardian before allowing a photograph of a student or any other personally identifiable information to be posted on an Internet page under the District's control.
- The District will not host or endorse any student's personal website. If a student creates a website for educational purposes, District guidelines apply. (See Student Media Release Policy for details)
- Teacher websites will be hosted by the District and will be located on the District server.
- If a user does NOT want to claim copyright for a work published on the Web, the user must include a statement that allows copying and specifies the conditions for such permission.

**Technology Offenses and Disciplinary Actions:** The student in whose name a system account and/or computer hardware is issued too will be responsible at all times for its appropriate care and use.

Noncompliance with the guidelines published in the Student Code of Conduct and in Board Policy CQ may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to Level III Technology Discipline Offense of the Code of Conduct. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution or disciplinary action by the District.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs contents of e-mail and network communications; proper authorities will be given access to their content.

**Level I Technology Offense:** Level 1 acts of misconduct include repeated infractions of classroom management procedures or rules, or other misconduct that disrupts the educational process to the extent that the classroom teacher needs administrative support to correct the problem.

Level I Technology Disciplinary Action\* include, but are not limited to, the following:

1. Teacher/student or administrator student conference.
2. Parent conference or call.
3. In-class disciplinary actions or assignment.
4. Withdrawal of student privileges (such as coke break or other free time).
5. Detention.
6. Counselor/student conference.
7. Confiscation of nuisance items or materials.
8. Supervised campus service assignment.
9. Alternative Education Program.
10. Corporal punishment.
11. In-school suspension.

\* Re-imaging fee of \$15.00 may be assessed

**Level II Technology Offense:** Level II Technology Offenses are more severe and/or more persistent than Level I Technology Offense. The student's conduct infringes upon the rights of other students or adults. The student's conduct negatively impacts the educational efficiency of other students and the staff. The administrator who is working with the student may invite the parents to participate in a conference in order to review Level I procedures that have been attempted, to solicit their cooperation in changing the student's behavior, and to inform them of the serious consequences of persistent Level II Technology Offense:

Engaging in conduct that contains the element of breaching computer security under Section 33.02(b)(1) of the Texas Penal Code.

Level II Technology Disciplinary Action Consequences include, but are not limited to, the following:

1. Any Level I Technology Disciplinary Action or combination of disciplinary actions.
2. In-school suspension.
3. Suspension.
4. Notification of outside agency and/or police with filing of charges when appropriate.
5. Behavior contract.
6. Behavior improvement parent involvement program.
7. Voluntary enrollment in a residential rehabilitation/treatment program.
8. Assignment to disciplinary alternative education program.

**Level III Technology Offense:**

Level III Technology Offenses are such that the student has disrupted or threatens to disrupt the school's efficiency to such a degree that his/her presence is not acceptable. Common signs of Level III Technology Offenses include, but are not limited to, the following offenses committed on school laptop or within 300 feet of school property, or while attending a school sponsored or school related activity except as noted:

1. Engages in conduct that contains the element of breaching computer security under Section 33.02(b)(2-5) of the Texas Penal Code.
2. Use or possession of hacking software or any other software capable of causing harm.
3. Engages in conduct that contains the element of breaching computer security under Section 33.02(b)(2-5) of the Texas Penal Code.
4. Use or possession of hacking software or any other software capable of causing harm.

**Level III Technology Disciplinary Action includes, but is not limited to, any of the following:**

The consequences of Level II Technology Offenses 1-8 may result in an assignment to a disciplinary alternative education program.

**Consequences for Level III Technology Offenses may also include the following:**

1. Notification of police, with filing of charges when appropriate.
2. Permanent removal from the class of the teacher reporting the offense.
3. Voluntary enrollment in a residential rehabilitation/treatment program.
4. Withdrawal of various privileges (computer access).

**Texas Penal Code**

**33.02. Breach of Computer Security**

- a) A person commits an offense if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner.
- b) An offense under this section is a Class B misdemeanor unless in committing the offense the actor knowingly obtains a benefit, defrauds or harms another, or alters, damages, or deletes property, in which event the offense is:
  - 1) a Class A misdemeanor if the aggregate amount involved is less than \$1,500
  - 2) a state jail felony if
- c) the aggregate amount involved is \$1,500 or more but less than \$20,000; or the aggregate amount involved is less than \$1,500 and the defendant has been previously convicted two or more times of an offense under this chapter;
- d) a felony of the third degree if the aggregate amount involved is \$20,000 or more but less than \$100,000
- e) a felony of the second degree if the aggregate amount involved is \$100,000 or more but less than \$200,000; or
- f) a felony of the first degree if the aggregate amount involved is \$200,000 or more.

A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either or both sections.

# Student Laptop Acceptance Agreement

**As a student, I will immediately report theft or damage of the laptop to my homeroom teacher and the district technology department. If damage was intentional, charges will be filed with the local police department.**

For hardware and software problems, I will take my laptop to the technology department or I will have my classroom teacher contact the technology department during the school day.

**I understand that the privilege of using the laptop may be revoked if:**

- I walk around with the laptop screen open on or off school property
- I use an unapproved laptop bag or trade bags with another student
- I leave the laptop in an unsecured area including an unlocked locker
- My laptop is maliciously damaged
- I damage another student's laptop
- I lend my laptop to anyone not in my immediate family
- Recurrent reckless activities
- Violate the Ballinger ISD Acceptable Use Policy

The district may require a student to leave his/her laptop at school if he/she has multiple claims. On second damage claim student will be required to leave laptop at school for no less than three weeks. On third claim student will be required to leave laptop at school for no less than twelve weeks. Any claim beyond this the student will be required to leave laptop at school for the remaining school year unless incident happens in the second semester the restriction will end the following semester of the next school year. If students have projects or other work to complete after the normal school day the student will be required to work out a plan with his/her parents and teacher in order to stay after school to complete the assigned work.

I understand that I may use the laptop to connect to the Internet at home but my family is responsible for acquiring an Internet Service Provider. Violation of the BISD Acceptable Use Policy will result in disciplinary action.

**This section to be completed by Technology Department.**

Item Description	Serial No./Laptop No.	Condition	Serial #/Version
<b>Apple MacBook Air Laptop</b>		<b>New/Good</b>	
<b>Laptop Charger</b>		<b>New/Good</b>	
<b>Laptop Sleeve</b>		<b>New/Good</b>	
<b>Backpack</b>		<b>New/Good</b>	
<b>Keyboard Skin</b>		<b>New/Good</b>	

Student Signature: \_\_\_\_\_ **DO NOT FILL OUT AT THIS TIME** \_\_\_\_\_ Date Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_

**STUDENT WILL SIGN FORM WHEN STUDENT ACCEPTS LAPTOP**

# Acceptable Use Policy Agreement and Parent Consent

After reading the Ballinger ISD [Acceptable Use Policy](#), please complete this form to indicate that you agree with the terms and conditions as stated.

The signatures of both the student and parent/guardian are mandatory before access may be granted to Ballinger ISD Network Internet services. This document, which includes the Ballinger ISD Acceptable Use Policy, reflects the entire agreement and understanding of all parties.

## STUDENT

As a user of the Ballinger Independent School District computer network and Internet access services, I have read and hereby agree to comply with the Ballinger ISD Network Acceptable Use Policy.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

GRADE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

## PARENT/LEGAL GUARDIAN

As parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services such as **Internet**, **World Wide Web**, and **electronic mail**. I have read and agree to the **Ballinger ISD Acceptable Use Policy**, and I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet and World Wide Web may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting, exploring, and/or sharing information and media.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ DAYTIME TELEPHONE: \_\_\_\_\_

**PARENT AND STUDENT SIGNATURES REQUIRED**

**PLEASE RETURN THIS FORM SIGNED**

# Student/Parent Laptop Agreement

By signing below, you acknowledge the selection of the following security and use agreement as detailed in the Student/Parent Laptop Agreement:

- *Ballinger ISD will assess a \$25.00 non-refundable annual use fee each school year.*
- **Student/parent will be responsible for all fees assessed by non-warranted incidents per incident. The non-warranted fee is in addition to the non-refundable annual use fee.**

**FEES ASSESSED:** Pricing below is for replacement cost or accidental damages NOT covered by the laptop warranty and what the student/parent responsibility will be for each claim.

**Laptop Table of Estimated Repair Pricing**

Description of Non-Warranty Repair/Replacement Laptop Computer	Accidental Damage	Student/Parent Responsibility
Reimage of Hard Drive	\$ 15	\$ 15
Abandonment Fee	\$ 15	\$ 15
Backpack Sleeve	\$ 50	\$ 50
Damaged/Lost Power Supply	\$ 70	\$ 50
Keyboard Key Damage (Keys popped off)	\$ 100	\$ 50
Broken Screen (LCD)	\$300 - \$400	\$ 50
Damaged Keyboard – (Non Water Damage)	\$300 - \$400	\$ 50
Theft of Laptop	\$700 - \$900	\$ 50
Other Minor or Major Intentional Damages Including Damages Due to the Removal of Protection Devices: Keyboard Skin, Hard Shell Cover or Protective Sleeve inside of Laptop Computer Backpack	\$50 - \$900	\$50 - \$900

**Terms of Agreement:** Your right to the use and possession of the laptop terminates the last calendar day of the school year, unless terminated earlier by the District, or approved for school related summer activities.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT AND STUDENT SIGNATURES REQUIRED**

**PLEASE RETURN THIS FORM SIGNED**

# Internet Safety Tips for Parents

## Online tips for parents:

### **LOCATION:**

The MacBook should be in a central location in the home where you can see the laptop and monitor use.

- You should be able to see their computer screen while they are online.
- If they take the MacBook 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.

## Additional Sources of Internet Safety Information:

Please see list on page three.



# **LAPTOP USE PAYMENT FORM**

I understand the non-refundable use fee of \$25.00 is associated with the laptop program and will be used by the District to cover the primary processing and use of the laptop. I also understand my child and I will be responsible for non-warranted items and repair fees listed in the Acceptable Use Policy. The repair fee will be \$50 per incident for accidentals and \$50 to \$900 for neglect or other non-accidental damages as noted in the Acceptable Use Policy.

Laptop Use Fee \$25

Please select one of the following options:

1. \_\_\_\_\_ I elect to pay the entire \$25.00 Laptop Use Fee today
2. \_\_\_\_\_ I wish to pay in two equal payments of \$12.50
3. \_\_\_\_\_ I would like to verify if my child qualifies for the free and/or reduced lunch program in order to qualify for assistance with this payment. I understand all information will be verified by the Child Nutritional Program within the first two weeks of enrollment. If fee is due, you will receive an invoice from BISD Tech Dept.

In selecting a payment option I agree the first payment will occur when student picks up his/her laptop with the second payment to be completed the first six weeks of school.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: (Legal Name Printed) \_\_\_\_\_ Grade: \_\_\_\_\_

**PLEASE MAKE PAYMENTS TO:**

**BALLINGER ISD  
TECHNOLOGY DEPARTMENT  
2107 BROADWAY  
BALLINGER, TX 76821**

**PLEASE RETURN FORM WHEN PICKING UP LAPTOP**