



2021-2022 Student Device Responsible Use Handbook and Agreement

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INTRODUCTION

Galveston Independent School District (GISD) provides each student a device which the student is to use as a positive learning tool in coordination with the District's curriculum. Although this Agreement authorizes the student's use of the device for the year, the device is the property of the District and must be returned upon the District's request or on the last day of the student's attendance for the school year. The procedures and information within this handbook apply to all student devices at GISD schools during and outside of school when applicable. Users will follow the Student Device Responsible Use Handbook and Agreement, the GISD Student Network and Internet Use Agreement, and the GISD Student Code of Conduct for these technologies. Teachers may set additional requirements for use in their classrooms.

Devices that are broken or fail to work properly must be taken to school/district personnel for an evaluation of the equipment as soon as possible. The school district is responsible for any routine maintenance to school system devices.

1.0 DEVICE PROTECTION

- Parents/guardians and students must acknowledge and consent to the GISD Student Device Responsible Use Handbook and Agreement form.
- Parents/guardians are encouraged to review this agreement with their students prior to registration as parental consent also includes student consent.
- An OPTIONAL non-refundable Accidental Device Protection Fee (ADPF) of **\$25** can be paid to cover accidental damage for the first incident and provide discounts for subsequent accidental damage incidents. If you choose not to pay the OPTIONAL non-refundable ADPF, you are responsible for the full cost of repair or replacement.

*These tables represent charges for each occurrence of loss or damage. Prices are subject to change based on current replacement costs.

ITEM	Cost WITHOUT Accidental Device Protection Fee (ADPF)		Cost WITH ADPF (\$25)	
	CHROMEBOOK	LAPTOP	CHROMEBOOK	LAPTOP
Accidental Damage (beyond repair)	\$400	\$1450	\$0	\$0
Stolen Device (with police report)	\$400	\$1450	\$0	\$0
Screen	\$150	\$150	\$0	\$0
Keyboard	\$75	\$75	\$0	\$0

Items NOT covered by ADPF

Chromebook / Laptop Power Charger	\$30
Carrying Case (if provided by GISD)	\$30
Lost Device	Chromebook (\$400) / Laptop (\$1450)

1.1 Optional Accidental Device Protection Fee (ADPF)

- This coverage is completely optional and is not required to be issued a device. However, should a parent elect *not* to pay a protection fee and take home a district-issued device, he/she will be doing so with the understanding that any damages incurred on/to a district-issued device and/or peripherals will be the sole financial responsibility of the parent/guardian.
- No parent/guardian will be required to pay more than \$75 to purchase ADPF for all of their GISD students.
- Coverage includes one instance of accidental damage per issuance. Additional coverage may be purchased for \$25 when a new device is issued or the repaired device is returned.
- Damage that is intentional is not covered by the ADPF. The complete cost of repair or replacement is the responsibility of the parent/guardian in these instances.
- If a protection fee is not in effect, repairs must be paid in full before a replacement device will be issued for take home use. A loaner device will be available for courses requiring technology access.

1.2 General Procedures and Precautions

- Cords must be inserted carefully into the device to prevent damage and stored in a way that does not bend or put stress on the cords.
- Devices, including power cords, must remain free of any writing, drawing, stickers, graphics or labels that are not the issued property of GISD.
- Devices must not be exposed to direct sunlight, excessive heat, or severe cold.
- No one should eat or drink while using the device.
- Devices should be shut down when not in use.

1.3 Device Identification

Student devices will be labeled in the manner specified by GISD. Devices may be identified in the following ways:

- Serial number
- Label on front of device
- GISD Barcode

1.4 Screen Care

- Do not lean or place weight on top of the device.
- Do not carry or lift the device by grabbing the open screen.
- Do not place anything in the case that will press against the screen.
- If available, keep devices inside protective cases or backpacks when being carried.
- Clear everything off the keyboard, especially papers, notecards, pencils, and other items that may get overlooked, when closing the screen.
- Clean the screen with a dry, soft cloth. Do not use glass cleaner or other chemicals to clean the screen.
- Close the lid when not in use.

1.5 Returning your Device

Device accessories (such as charging cords, bricks and cases) that are furnished by the school must be returned with only normal wear and no device modifications to avoid paying a replacement fee. If a student transfers, withdraws, is suspended or expelled, or terminates enrollment at a GISD school for any reason, he/she must return the device with accessories on the date of withdrawal. If the device is not returned, action will be taken by the District to reclaim the device and accessories.

2.0 TAKING DEVICES HOME

2.1 Caring for Device at Home

- Students may take their devices home every day after school.
- Do not leave a device in a vehicle unattended.
- Nothing should be placed on top of the device when stored.
- Keep device and charging cord away from pets.
- Designate a safe location off the floor where your device can be stored and recharged each evening.
- Store devices in a safe place away from water, heat, pets, and other potential harms.
- Bring the device and charger to school every day.

2.2 Storage of Devices

- Students may take their devices home every day after school.
- Nothing should be placed on top of the device when stored.
- Keep device and charging cord away from pets.
- Designate a safe location off the floor where your device can be stored and recharged each evening.

2.3 Charging your Device's Battery

- Keep out of reach of younger children and pets.
- Keep away from water.
- Keep away from strong magnets.
- Bring devices to school each day fully charged.
- AC adapters and chargers are not covered by the Accidental Device Protection Fee. They are \$30 to replace.

2.4 Home Internet Access

- Students are allowed to access home and public wireless internet networks on their devices in order to have wi-fi access outside of school.
- When using a Windows laptop, items saved only to the user desktop will be lost if there is a hard drive error or other equipment problems. Cloud storage is available through Google for GISD students.
- GISD does provide internet filtering outside of the district's network as a courtesy, but no system is foolproof.
- Due to the security safeguards GISD has employed, GISD does not guarantee that the device will connect to the internet in every home environment.
- Parents/Guardians are responsible for the online activities and behavior of their children while away from school.
- Devices are for student use only.

2.5 Free WiFi Zones within the Galveston Area

- Students have access to the GISD wireless network while inside all GISD facilities.
- GISD is not responsible for inaccessible, lost, or missing data.
- Hotspots are available for students who meet requirements set by the District.
- Many public entities offer free wireless access within the GISD community such as the Rosenberg Library.

3.0 TECHNOLOGY SUPPORT

3.1 Operating System and Applications

- All Windows devices and Chromebooks are initially deployed with a base set of applications.
- Apps installed by GISD must remain on the device in usable condition and be easily accessible at all times.
- The District may add apps for use in a particular course.
- GISD will provide and maintain updates for the operating systems and/or applications. Some updates may require student action such as clicking “OK” or rebooting the machine.

3.2 Basic Support

- Troubleshooting - Many device issues can be fixed with a simple reboot. Please reboot the device prior to seeking assistance.
- If a problem arises with the functionality of a student’s device, the student must notify his or her classroom teacher of the problem immediately.
- **Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff to attempt to fix suspected hardware faults or the device’s operating system.**
- Do not take the device to any repair shop.
- If away from school when an issue arises, the student may submit a Help Ticket through the [GISD Help Desk](#). Tech support is available from 8 AM to 4:45 PM on school meeting days.
- Please call your Internet Service Provider (ISP) for issues regarding connectivity at home. The Galveston Independent School District is not able to diagnose or repair issues related to ISP home wiring and equipment.

4.0 REPORTING LOST, STOLEN, OR DAMAGED DEVICES

4.1 Damaged Devices

- Student devices that malfunction or are damaged must be reported to school personnel immediately.
- All reports will be assessed on a case by case basis.
- If it is determined that a device or accessory has been lost or stolen, GISD may locate, disable, and/or lock the device.

4.2 Lost or Stolen Devices at School

- If a device is lost or stolen while at school, the student must inform campus administration immediately.
- With a teacher or campus administrator, search on campus first.
- A campus administrator or designee will submit a HelpDesk ticket to notify MIS.
- MIS will report lost devices to GISD police.

4.3 Lost or Stolen Devices Away from School

- In cases of theft, vandalism, or other criminal acts, a police report **MUST** be filed by the student or parent/guardian.
- Contact the police within 48 hours to file a claim for lost/stolen property. Obtain a copy of the police report from the corresponding officer.
- A copy of the report must be provided to the campus principal. A copy of the report may be emailed to helpdesk@gisd.org with details including student name, student ID, campus, and a PDF copy of the police report.
- Students/Parents/Guardians are responsible for the full replacement costs of lost devices.

5.0 RESPONSIBLE USE & DIGITAL CITIZENSHIP

5.1 Statement of Responsibility

The use of student devices and the network is a privilege. The student is responsible for what he/she says and does on the network. It is important for the user to stop and think before communicating and to show respect for others and for their ideas. Students must assume that none of their data is private or confidential. Any communication or data may be subject to review by the District and/or school administration. Periodic checks may be made by designated staff to ensure that students have not removed required apps or added inappropriate content.

Wireless internet access (Wi-Fi) is available on every device. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.

5.2 Parent/Guardian Responsibilities

It is expected that parents / guardians talk with their children about digital citizenship. This includes discussing the dangers and consequences of cyberbullying, inappropriate use, and other misuses of the Internet. Parents / guardians must expect their student(s) to appropriately use technology both at school and at home. TEA provides several resources for the staff and students of GISD in the areas of cyberbullying and communication. To access TEA resources, click [HERE](#).

5.3 Campus and District Responsibilities

- GISD provides internet access to its students at school.
- GISD provides internet filtering/blocking of inappropriate materials in compliance with the Children's Internet Protection Act (CIPA) while using GISD devices.
- GISD reserves the right to review, monitor, and restrict information stored on or transmitted via district owned equipment and networks and to investigate inappropriate use of resources.
- GISD schools will provide device instruction and guidance to students and encourage student adherence to the GISD Student Device Responsible Use Handbook and Agreement and the GISD Student Network and Internet Use Agreement.
- Student devices may be inspected remotely or physically at any time by District staff.

5.4 Student Responsibilities

- Students will use GISD technologies in a responsible and ethical manner.
- Students will follow school rules concerning behavior and communication that apply to District network use.
- Students will adhere to this agreement, Student Code of Conduct, and the GISD Technology Acceptable Use Procedure.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions.
- Use of information obtained via the GISD network is at the student's own risk. The District denies any responsibility for the accuracy or quality of information obtained through the GISD network.
- Students will help GISD protect the District network and devices by contacting school personnel about any security problems they may encounter.
- Students will not share their credentials with others.
- Students will not allow others to use their assigned device.
- Students will monitor all activity on their account(s).
- If a student should receive an electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to inform a teacher or other staff member (and if applicable print a copy

and turn it into school personnel).

- Students will turn in the device to their school at the end of each school year unless specifically authorized by the District.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at a GISD school for any reason must return the device on the date of withdrawal. The District will report the device as stolen if not returned as described above.
- If a student inadvertently accesses a website that contains obscene, pornographic, or otherwise offensive material, the student must notify a teacher or an administrator immediately so that such sites can be blocked.

5.5 Student Acceptable Use Guidelines

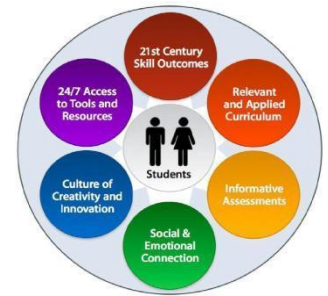
- The discipline procedures in the GISD Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property. This applies to all GISD property, including school-assigned devices.
- Addition of any game or program not approved by GISD is a direct violation of the acceptable use agreement.
- Any attempt to bypass filtering is a direct violation of the acceptable use agreement.
- Transmission of any material that 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, hacking, and device viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user without the consent of the individual, campus administrator, or GISD will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Streaming of any kind for personal entertainment is strictly prohibited.
- Use of social media sites is strictly prohibited at school and on school-issued devices unless approved for specific educational objectives.
- Use of vulgarity and/or any other inappropriate language will not be tolerated.
- Cyber-bullying will not be tolerated.
- Disciplinary action for violations will be subject to the discretion of campus and/or district administration.

5.6 Internet Safety Links

- The Texas Education Agency maintains an Internet Safety webpage [HERE](#).

6.0 STUDENT DEVICE ACCEPTABLE & RESPONSIBLE USE AGREEMENT

- ☐ I will take safe care of my assigned device and bring it to school fully charged every day.
- ☐ I will be courteous and respectful online, use appropriate language, and will encourage others to be good digital citizens as well.
- ☐ I will not attempt to bypass the filter in order to stream or access websites for personal entertainment.
- ☐ I will never leave my device unattended.
- ☐ I will not loan my device to other individuals.
- ☐ I will know where my device is at all times.
- ☐ I will keep food and beverages away from my device.
- ☐ I will not disassemble any part of my device or attempt any repairs.
- ☐ I will protect my device by keeping it in the assigned protective case/backpack when not in use.
- ☐ I will use my device in ways that are appropriate and that conform to GISD expectations.
- ☐ I will keep passwords and personal information confidential.
- ☐ I will not place non-approved decorations (such as stickers, markers, etc.) on the device or case.
- ☐ I will not deface the serial number or asset tag sticker on any device.
- ☐ I understand that my device is subject to inspection at any time without notice and remains the property of GISD.
- ☐ I will follow the expectations outlined in the GISD Student Device Responsible Use Handbook, Student Code of Conduct, and the Technology Acceptable Use Procedures at all times.
- ☐ I will notify the teacher or school administrator as soon as possible in the event of damage, theft, or loss.
- ☐ I agree to return my assigned device, case, and charging cord and adapter to school in good working condition.



This Agreement is entered into between Galveston Independent School District, the Student and the Parent(s)/Guardian(s) of the Student. I understand and agree to the stipulations set forth in this Student Device Responsible Usage Agreement and the GISD Technology Acceptable Use Policy.

2021-2022 Signature Page
PLEASE RETURN THIS FORM TO YOUR CHILD'S CAMPUS

STUDENT/PARENT ACKNOWLEDGEMENT FOR DISTRICT-ISSUED TECHNOLOGY
AND OPTIONAL ACCIDENTAL DEVICE PROTECTION FEE

Print Student Name	Student ID Number
Grade Level	Campus

- ☐ I have **READ** and **AGREE** to the Responsible Use Guidelines for a district-issued technology device.
- ☐ I **ALLOW** my student to take possession of a district-issued device.
- ☐ I **AGREE** to purchase the **\$25 GISD Optional Accidental Device Protection Fee** for my child for the current school year.
- ☐ I **DECLINE** to purchase the GISD Optional Accidental Device Protection Fee for my child and will assume full responsibility for the total cost to replace or repair the device in the event of accidental damage, loss, or theft.
- ☐ I **DECLINE** permission for my student to take possession of a district-issued technology device.

Print Parent/Guardian Name

Parent/Guardian Signature

Date