



Washington/Jackson Elementary School
Kirby Junior High School
Hirschi High School

Wichita Falls Independent School District
Federal Programs
1104 Broad Street
Wichita Falls, Texas 76301

Casey Hunter
Elementary Magnet Technology Facilitator
chunter@wfid.net

Dana Rodriguez
Secondary Magnet Technology Facilitator
drodriguez@wfid.net

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Student Laptop Handbook

Washington/Jackson Elementary School
1300 Harding Street
Wichita Falls, Texas 76301
(940) 720-3145

Kirby Junior High School
1715 N Loop 11
Wichita Falls, Texas 76306
(940) 716-2900

Hirschi High School
3106 Borton Street
Wichita Falls, Texas 76306
(940) 716-2800

**Wichita Falls
Independent School District**



Items Included:

- *Laptop Agreement*
- *Additional Usage Guidelines*
- *Laptop Discipline Plan*

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Laptop Discipline Plan (continued)

Students on probation for technology infractions who continue to misuse technology equipment will lose laptop privileges for an amount of time determined by the school administration with possible expulsion from school.

Depending on the seriousness of the offense, the WFISD may return the laptop after one week, one month, or never. The WFISD may restrict take-home privileges or re-image the hard drive if necessary.
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NOTES:



Stolen Laptops

As soon as a laptop is determined to be stolen, the following procedures must be followed.

The student must notify a member of the WFISD staff and complete a Stolen Laptop Case Report (available in the library) within 24 hours. The completed form should be turned into the appropriate campus administrator.

The student or parent/guardian should file a police report with the Wichita Falls Police Department located at 610 Holliday St, Wichita Falls, TX 76301 within 10 days. Once this report is filed, a copy must be turned into the campus librarian.

Once both of the above reports are on file with the school, a loaner laptop (if available) will be issued to the student.

Damaged Laptops

As soon as damage to a laptop occurs, the following procedures must be followed.

The student must notify a member of the WFISD staff and complete a Laptop Repair Request Form (available in the library) within 24 hours. The completed form should be turned into the campus librarian with the damaged equipment.

A WFISD computer technician will determine the extent of the damage and whether it can be repaired onsite or must be sent out for repair.

It is possible that the student may receive a loaner laptop (if available) as long as the technician determines that the damage was accidental.

Laptop Discipline Plan

When damage to or abuse of a laptop is determined to be caused intentionally by a student, the following consequences apply.

Level I Technology Infraction – The student will be issued a verbal warning and could lose the use of their laptop for two days.

Level II Technology Infraction – The parent/guardian of the student will be contacted, the student will be assigned detention, and the student will lose the use of their laptop for an amount of time determined by the school administration.

Level III Technology Infraction – The parent/guardian of the student will be contacted, a parent-teacher conference will be arranged, and the student will receive a number of days of on-campus suspension based on the severity of the infraction. The student will also be placed on probation.



Terms of the Loan

Terms	The student will remit fees on or before taking possession of the property. The student will comply with the WFISD laptop agreement at all times. Any failure to comply terminates the student's rights of possession immediately.
Title	Legal title to the property belongs to the Wichita Falls Independent School District and shall at all times be retained by the District.
Liability	If the property is not timely returned at the end of the agreement or is damaged, lost, or stolen, the student is responsible for the reasonable cost of all repairs or the replacement value at the date of the loss.
Insurance	Each student will purchase district insurance for a \$40.00 premium payment. With insurance, the student is responsible for no more than \$100.00 per incident or claim. The fee must be paid before the laptop can be repaired. In case of theft, a police report must be filed and a copy provided to the District within 10 days.
Usage Fee	Each student will pay a \$10.00 annual usage fee. This fee is non-refundable and must be paid at the beginning of each school year.

Coverage/Exclusions

Laptop insurance applies to events that occur at home or at school. Examples of coverage and exclusions from coverage are shown below.

Coverage (repair fee will not exceed \$100.00 per incident or claim)

Direct Damage – pays for direct damage to laptop while on school property.
Off-Premises Coverage – pays for loss or damage to laptop while it is in transit or off-premises at a temporary location (home).
Computer Virus – pays for loss, damage, or extra expense caused by a computer virus.
Theft – pays for loss, damage, or extra expense caused by theft of laptop or software media.

Exclusions (insurance does not cover these damages)

Theft of Unattended Laptop – Insurance will not pay for theft when reasonable security cannot be shown. For insurance coverage to be effective, laptop must be stolen from a locked or secured area.
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Exclusions (continued)

Electrical Surge – Insurance will not pay for loss caused by electrical surge, lightning strike, or mechanical breakdown. Students should use electrically grounded power at all times.
Natural Disasters – Insurance will not pay for any loss caused by natural disasters or acts of God.
Dishonest, Fraudulent, or Criminal Acts – Insurance will not pay if damage or loss occurred in conjunction with a dishonest, fraudulent, or criminal act by the student.

Equipment Repair Estimates

Table of Estimated Pricing for Various Repairs

Broken display screen (LCD)	\$100.00
Damaged keyboard	\$25.00
Damaged or lost power supply	\$50.00
Damaged or lost battery	\$90.00
Lost or stolen laptop (must file police report and provide the District with a copy within 10 days)	\$100.00
Re-image of hard drive due to violation of the acceptable use policy	\$15.00
Damaged or lost laptop case due to negligence	\$20.00
Repair of hard drive configuration due to violation of the Acceptable Use Policy	\$10.00

Acceptable Use of Technology Resources by Students

The terms and conditions set forth in district policies CQ(LEGAL)-P [Electronic Communication and Data Management] and CQ-E-4 [Internet Acceptable Use] are expected to be followed. In addition, these guidelines are provided so that students and parents are aware of the responsibilities students accept when they participate in the laptop initiative.

Expectations

While at school, use of computers, other technology hardware, software, and computer networks including the Internet is only allowed by students when supervised or granted permission by a staff member. While at home, parents should monitor student use.
All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the district website.
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.



General Guidelines (continued)

Laptops may not be left at school during vacations or any other time when school is closed.
There shall be no copyright law violations. Since the WFISD owns the computers, it can be held liable for copyright violations and will, in turn, hold students and their parents liable. If students have questions about what constitutes a violation, they should see a member of the computer staff or ask their teachers. General information on copyright laws may be found at http://www.usg.edu/legal/copyright. A common example of violation is the copying or saving of music from a CD or the internet to the hard drive.
Students should maintain secure passwords to protect the privacy of the information on their computers and their email accounts. Students are to respect the need for this confidentiality and are to make no efforts to bypass security systems and gain access to information that they do not have a right to see. Students should not share their passwords with anyone.
It is disruptive to have the sound turned on other than when required by a school assignment or at a teacher’s discretion. Sound must be turned off, except when it is being used as part of a class.
At the end of the school year (in May) all laptops, chargers, and laptop cases will be returned to the WFISD. Again, it will be imperative that students have backed up their files to avoid loss of data. Students will be responsible for any equipment that is not returned to the WFISD or that is returned damaged.
Students and their parent(s)/guardian(s) may be asked to participate in evaluations of the laptop initiative at the end of the school year. This may include both surveys and interviews.
It is recommended that students limit customization of their laptops, especially while they are learning how to use the equipment.

After School Activities

WFISD sponsors a variety of after school activities, many requiring travel to other schools.
After school security depends on each student and activity sponsor clearly understanding how the laptops will be responsibly handled during the activity. Possible options include locking the laptop in a school locker or having a parent pick the laptop up after school.
Some academic after school activities might require the use of a laptop. The guidelines for securing laptops during these events will be addressed by the activity sponsor with each student.



Additional Usage Guidelines

The Wichita Falls Independent School District is committed to the integration of technology into academic programs. In addition to the guidelines outlined in the WFISD Laptop User Agreement, the following policies are meant to give clear guidelines regarding the appropriate use and security of the laptop computers. Underlying these policies is the understanding that all of us will treat the laptops respectfully and use them responsibly.

General Guidelines

During the laptop initiative, students will receive equipment and software valued at over \$1,000.00. The WFISD asks that students bear in mind the value of the laptop and take actions to reduce the risk of damage, loss, or theft at all times.

Students should be aware of laptop security when off campus, during evenings, during weekends, and on vacation.
Be careful and gentle with laptops, even when they are in the carrying case. They are built for use but not for abuse.
Laptops must be stored and transported in the computer case that was issued with the laptop. If this case is lost or damaged, the student will be asked to pay \$20.00 to replace it. Cases must have ID card attached at all times.
Because the laptops are the property of the WFISD, students may not decorate their laptops or laptop cases with stickers, markers, or other decorations.
During the school day, students must have their laptops with them and in working order or the laptops must be locked in their school locker or in a teacher's classroom.
Laptops must be stored in school lockers or in a locked classroom during lunch.
Laptops may NOT be left in unsecured gym lockers.
When students leave their academic classes to attend non-academic classes, they should store their laptops in their lockers and proceed to class (e.g. athletics, band, theatre).
Laptops may not be used on school buses (see <i>After School Activities</i> below).
Laptops must never be left unattended. Faculty will pick up and secure unattended laptops and deliver them to the campus librarian. Students who leave laptops unattended will be subject to disciplinary action.
Students may not lend their laptops to friends.
Students must take their laptops home most evening during the week and always over weekends (excludes WJ students).
Proper procedures of booting, logging in, and shutting down must be followed at all times.



Expectations (continued)

Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students.

General Guidelines

Students will have access to all available forms of electronic media and communication that is in support of education, educational research, or the educational goals and objectives of the Wichita Falls Independent School District.
Students are responsible for the ethical and educational use of the computer while using the online services of the Wichita Falls Independent School District.
All policies and restrictions of the WFISD must be followed. Software is to be installed only by district technology support personnel.
Access to the online services of the Wichita Falls Independent School District is a privilege and not a right. Each employee, student, and/or parent will be required to sign the district's Acceptable Use Policy.
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, 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 and applicable fees. This INCLUDES home internet use that disrupts the configuration and use of the WFISD internet service.

Network Etiquette

Be polite.
Use appropriate language.
Do not reveal personal data (e.g. home address, phone number, information of other people).
Remember that the other users of the Internet and other networks are human beings whose culture, language, and humor have different points of reference from your own.

Unacceptable Conduct (not limited to the following)

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 and host file sharing software.



Unacceptable Conduct (continued)

Using the network for financial or commercial gain, advertising, or political lobbying.
Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as, but not limited to, pornographic sites.
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.
Causing congestion on the network or interfering with the work of others (e.g. chain letters or broadcast messages to lists or individuals).
Intentionally wasting finite resources (i.e. on-line time by playing real-time music).
Gaining unauthorized access to resources on the network.
Revealing the home address or phone number of oneself or another person.
Invading the privacy of other individuals.
Using another user's account or password. Allowing another user to access your account or password.
Coaching, helping, observing, or joining any unauthorized activity on the network.
Forwarding/distributing E-mail messages without permission from the author.
Posting anonymous messages or unlawful information on any network system.
Engaging in sexual harassment or using objectionable language in public or private messages (e.g. racist, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous language).
Falsifying permission, authorization, or identification documents.
Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
Knowingly placing a computer virus on a computer or network.

Consequences

The student in whose name a user account and/or laptop system has been issued will be responsible at all times for its appropriate use.
Noncompliance with the guidelines published here in the Student Code of Conduct may result in suspension or termination of technology privileges and disciplinary actions.



Consequences (continued)

Use or possession of hacking software is strictly prohibited. Violators will be subject to criminal prosecution or disciplinary action by the district.
Electronic mail, network usage, and 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, and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs the contents of email and network communications. Proper authorities will be given access to their content.

WFISD Laptop Agreement Sign-Off Sheet
(complete and return to the school)

Student Section

I have read the WFISD Laptop Agreement. I agree to follow the rules contained in this agreement. If I violate these rules, I will be required to surrender my laptop and may face disciplinary action.

Student name (print) _____

Grade _____

School _____

Student signature _____

Date _____

Parent / Guardian Section

I have read the WFISD Laptop Agreement. I understand if my child violates the terms of this agreement, he/she will be required to surrender the laptop and may be subject to disciplinary action. The Wichita Falls Independent School District has my permission to issue a laptop to my child. I understand that my child will be allowed to use this laptop as long as the procedures described in the Laptop Agreement are followed.

Parent or Guardian Signature _____

Date _____

Parent Name (print) _____

Home Address _____

Phone _____

Equipment Description:

WFISD Fixed Asset # _____

Serial # _____