



Parent/Student Laptop  
Handbook

2019-2020



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## **TERMS OF THE LAPTOP LOAN**

Gale Pond Alamo STEAM Academy students will be assigned a district-owned laptop for as long as they are a current student. As part of this program, each student will be receiving a laptop with the following configuration package:

Lenovo N23 Chromebook and Power Adapter

A teacher approved sleeve and insurance through Worth Ave. Group, must be purchased prior to the student being allowed to take the laptop off campus.

The laptop is intended for educational purposes only and will be issued upon the student's and parent/guardian's signed acceptance of the terms of the Parent/Student Laptop Handbook, Ector County Independent School District Internet Use Agreement, and Student Code of Conduct.

### **Terms**

Each student is required to comply at all times with the ECISD Parent/Student Laptop Handbook, Ector County Independent School District Internet Usage Agreement, and Student Code of Conduct 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 Ector County ISD may repossess the property.

### **Title**

Legal title to the property is in Ector County ISD and shall at all times remain in Ector County ISD. 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 property is damaged, lost, or stolen, you are responsible for the cost of repair of its fair market value on the date of loss. The fair market value will be determined by using the Straight-Line Depreciation method ( $\text{Annual Depreciation Expense} = \frac{\text{Cost of Fixed asset} - \text{Salvage Value}}{\text{Life Span}}$ ). Loss of or theft of the property must be reported to Gale Pond Alamo STEAM Academy by the next school day after the occurrence.

### **Care of Equipment**

The student will exercise all due and reasonable care in handling the use of laptop and associated peripherals and agrees to return the equipment in good condition at the end of each school year. Ector County ISD accepts and acknowledges reasonable and normal wear and tear of the laptop over the course of its useful life. Below are a few examples of normal wear and tear in which students/parents would not be held responsible:

- Laptop battery cannot retain an acceptable charge and needs to be replaced.

- Laptop lid cracks slightly around the edges due to continuous opening and close.
- Aesthetic scratches that occur on the laptop.
- Fading of back light on the LCD screen of laptop due to normal use.

### **Repossession**

If you do not fully comply in a timely manner with all terms of this agreement and the Parent/Student Laptop Handbook, including the timely return of the property, Ector County ISD shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

### **Term of Agreement**

Your right to use and possession of the property is terminated not later than the last day to the school year unless earlier terminated by Ector County ISD or upon withdrawal from Gale Pond Alamo STEAM Academy.

### **Appropriation**

Your failure to return the property in a timely manner and the continued use of it for non-school purposes without Ector County ISD's consent may be considered unlawful appropriation of Ector County ISD's property.

## **PARENT/STUDENT LAPTOP FEES**

Students are required to follow the procedures defined below:

- Students will take possession of their assigned laptop during the first six-weeks of each school year and check-in no later than the last day of each school year or upon withdrawal from Gale Pond Alamo STEAM Academy.
- In case of theft, vandalism, and other criminal acts, a police report must be filed with the Police Department or Campus Police by the student and/or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school for verification.
- If laptop is stolen or lost, students/parents are responsible to pay the fair market value to replace the laptop (see Fair Market Value).
- Student will be charged the full price of the laptop if deliberately damaged and/or vandalized.
- Students/Parents are responsible for reasonable cost of repair for damaged laptops.

## **FAIR MARKET VALUE**

Original cost of the computer to the district was \$250.00 for a Lenovo N23 Chromebook and power adapter with a Google Management Console License and setup costs. Value of laptop has been calculated using the following Straight-line Depreciation method shown below:

Annual Depreciation Expense = Cost of Fixed Asset-Salvage Value/life Span

Cost of Fixed Asset = \$250.00

Life Span = 5 years

Annual Depreciation Expense = \$45

The cost of any other parts needed for repairs will be based on manufacturer's current price list.

Estimated repair costs will be enforced for all items not covered under original manufacturer warranty purchased with laptop.

## **PAYMENT PLAN**

A Statement of Charges will be mailed to learners with a balance the first week of every month. Payments are due at the end of that same month. If a student is required to pay any fees due to loss or damages and is unable to pay the amount in full, a payment plan can be created between the student's family and the campus. If an agreement or payment plan is not set with the campus, the learner may not be issued a laptop for the following school year. If the learner is in his/her Senior year, the school will withhold the diploma until the amount is fully paid.

## **USE OF COMPUTERS AND LAPTOPS ON THE NETWORK**

Ector County ISD is committed to a student being able to continue with her/her work when his/her laptop is experiencing problems. To assist with this matter, the campus will provide the following:

### **Online Systems and Cloud Storage**

The students will have access to Google Apps for Education including the cloud storage available in Google Drive as well as Microsoft Office 365 including the cloud storage available in OneDrive. Students can save important items online and access important software through a web browser on another computer.

## **Classroom Computers**

Campuses have a limited number of laptops that can be used by students if they do not have their laptop. Students may access their saved work online.

### **No Student Loaning or Borrowing of Laptops**

- Students are prohibited from loaning their assigned laptop or other equipment to other students.
- Students are prohibited from borrowing a laptop from another student.
- Students are prohibited from sharing passwords or usernames with others.

## **Google Apps for Education and Microsoft Office 365**

Classes may require online assignments and projects using Google Apps for Education or Microsoft Office 365. These online systems can be accessed through any computer with internet access and a modern browser.

## **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 Ector County ISD's network but may be unprotected at home. Students are in violation of Ector County ISD policy if they access these sites through proxies or by any other means. Parents may want to restrict student internet access at home. For more information about internet safety, visit

<https://www.atomiclearning.com/k12/hoonuit/216/internet-safety-digital-citizenship-training?cn=ecisd>, <http://www.netsmartz.org/Teens>, <https://www.common sense media.org/privacy-and-internet-safety>, and <https://www.common sense media.org/cyberbullying> .

## **GENERAL LAPTOP RULES**

### **Student Email**

Through Google Apps for Education or Office 365, Ector County ISD students may be assigned a personal email account that is to be used for school-related correspondence only, e.g. communicating with teachers and working on projects. Personal use of these email accounts is strictly prohibited.

### **Inappropriate Media**

- Inappropriate media may not be accessed using the Ector County ISD laptop, nor using Ector County ISD's network.

- Presence of weapons, pornographic material, inappropriate language, alcohol, and gang-related symbols or pictures will result in disciplinary actions in accordance with Ector County ISD policy.

### **Audio**

- Laptop audio will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones can be used unless it becomes a distraction and is impacting the instructional process.

### **Markings on the Laptop**

- Laptops are to remain clean. There should be no pencil, highlighter, pen, marker, or any other stray marks on the exterior or interior of the laptop.
- There should be no stickers other than the approved issued stickers.
- If any of the above listed are found on the laptop, there will be a \$5 fine, and the student will be asked to clean it immediately.

### **Deleting Files**

- Students are not to delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with the ability to complete classwork and may affect a student's grades.
- There is a \$25 re-imagine charge to correct system files.

### **Music, Games, or Programs**

- The possession of any content (music, pictures, movies, games, etc.) which may be construed as profane, pornographic, or offensive will result in disciplinary action as defined by Ector County ISD Student Handbook policies.
- Any video game (including web-based, widget, and app games) or movies are prohibited unless directly related to a school activity or assignment.

### **Unauthorized Access**

- Access to another user's account or computer without their consent or knowledge is considered hacking and is unacceptable and in violation of Ector County ISD's Technology Acceptable Use Policy.

### **Laptop Identification Tag and Number**

- All laptops will be marked with a student laptop identification number. All identification numbers and tags must remain unmarked, undamaged, and visible.

## **Violations**

Violations of Ector County ISD appropriate use of technology policies that are not directly related to class projects could result in any of the following actions:

- A conference between principal, parent, and student
- Student computer access suspension for a period of time determined by campus administration
- Out of school suspension
- AEP placement

Ector County ISD will not be held responsible for downloading/viewing inappropriate material or participating in illegal activities such as hacking other networks. In addition, use of the laptop or computer network for financial gain is prohibited.

## **Transporting Laptops**

- Laptops must be transported in the sleeve at all times.
- Students participating in activities away from their home campus will be responsible for securing their laptop at all times.
- To prevent hard drive damage, laptops should be shut down when not in use.
- Do not transport any documents, spirals, pens, or other items inside the laptop. This can cause damage to the screen that will result in replacement.





## Laptop User Agreement Form

**Understanding Responsibilities:** *Students and parents, please initial each statement to indicate that you understand what is being asked of you.*

\_\_\_\_\_ I understand that it is my responsibility to make sure that the laptop that I have been provided is properly taken care of while it is in my possession.

\_\_\_\_\_ I understand that there may be charges if the laptop or accessories are damaged, lost, or stolen.

\_\_\_\_\_ I understand that my privilege of using a laptop **may be revoked** if:

- I leave my laptop in an unsecured area including an unlocked car or vehicle
- My laptop is maliciously damaged
- I purposefully damage my laptop
- I lend my laptop to anyone
- My laptop is involved in recurrent reckless activities
- I disregard Ector County ISD's Acceptable Use Policy (attached)
- I use my laptop for any activity other than is specified in this handbook

\_\_\_\_\_ I understand that it is my responsibility to return the laptop that has been provided to me at the end of the school year or if I withdrawal from GP Alamo STEAM Academy.

**Our signatures below indicated that we have read and understand all components of the Laptop Loan and User agreement.**

Student Name (print): \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Contrato para el Uso de Computadora Portátil (Laptop)

**Comprensión de Responsabilidades:** *Estudiantes y padres, favor de escribir sus iniciales en cada declaración para indicar que entienden lo que se le pide.*

\_\_\_\_\_ Entiendo que es mi responsabilidad asegurarme de que la computadora portátil (laptop) que se me ha proporcionado será cuidada adecuadamente mientras este en mi posesión.

\_\_\_\_\_ Entiendo que habrá cargos si la computadora portátil (laptop) o sus accesorios son dañados, extraviados o robados.

\_\_\_\_\_ Entiendo que mi privilegio de usar una computadora portátil (laptop) **puede ser revocado** si:

- Dejo la computadora portátil (laptop) en un área insegura incluyendo un carro o vehículo abierto
- Mi computadora portátil (laptop) es dañada maliciosamente
- La computadora portátil (laptop) es dañada a propósito
- Le presto la computadora portátil (laptop) a cualquier persona
- Mi computadora portátil (laptop) está involucrada en actividades imprudentes recurrentes.
- Ignoro la Política de Uso Aceptable del Distrito Escolar Independiente del Condado de Ector (documento adjunto)
- La computadora portátil (laptop) es usada para cualquier otra actividad diferente a las especificadas en este manual.

\_\_\_\_\_ Entiendo que es mi responsabilidad el regresar la computadora portátil (laptop) que se me ha proporcionado al final del año escolar o si me doy de baja de Gale Pond Alamo STEAM Academy.

**Nuestras firmas den la parte de abajo indican que hemos leído y entendido todos los componentes del Contrato para el Préstamo de computadora portátil (laptop).**

Nombre del Estudiante (impreso): \_\_\_\_\_ Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre del Padre (impreso): \_\_\_\_\_ Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_