

Grand Prairie ISD

# Student/Parent Mobile Device Handbook



2017 – 2018

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## Welcome/Introduction/Overview

Welcome to Grand Prairie Independent School District! This Student/Parent Mobile Device Handbook has been designed to answer many common questions and the practices regarding the student issued mobile devices. The instructional design of our District is non-traditional by intent with an emphasis on a high level of technology integration. Our students are issued mobile devices and utilize this device for most of their instructional, communication, and assignment demands. With this design, there is a need for clear expectations, effective training and regular practice by both the students of GPISD as well as the staff members. Parents are always welcome to learn with your child and gain access to information on the laptop computer. Should there be questions or concerns regarding the use, practice and problems with the device, we would be glad to help all parents with any step in this process.

## Definition of Terms in Student/Parent Laptop Handbook

In this handbook, terms such as “you” and “your” refer to the enrolled GPISD student and his/her family. Terms such as “we”, “us”, “District” and “our” refer to the Grand Prairie Independent School District. Terms such as “mobile device”, “property”, and “computer(s)” refer to the student’s issued mobile device.

## What is Issued to Students?

Students attending school in GPISD will either have access to or be issued a mobile device according to the educational needs of the campus or program in which they are enrolled. The following is a description of how students will be assigned mobile devices (variances may occur at your child’s campus):

1. *Pre-Kindergarten – Second Grade:*  
Students will have access to an iPad at the ratio of one (1) iPad per four (4) students.
2. *Third Grade – Fifth Grade:*  
Student will be assigned a one-to-one iPad for classroom use. Students will also have access to Dual Boot MacBook Airs (Capable of running both Apple Sierra and Window 10 operating systems) in their classrooms at the ratio of one (1) MacBook Air per four (4) students.
3. *Sixth Grade – Twelfth Grade (General Education):*  
Student will be assigned a one-to-one iPad for both classroom and take home use. Students will also have access to Dual Boot MacBook Airs (Capable of running both Apple Sierra and Window 10 operating systems) in their classrooms at the ratio of one (1) MacBook Air per four (4) students.
4. *Special Programs and Schools of Choice:*  
Students enrolled in these campus and/or programs will have access to a PC Laptop and an iPad at the ratio of one-to-one. These campuses include but not limited to the following:
  - Dubiski Career High School
  - Grand Prairie Fine Arts Academy (grades 9<sup>th</sup> – 12<sup>th</sup>)
  - Grand Prairie Collegiate Institute
  - Early College
  - On-Ramps
  - Young Woman’s Leadership Academy (grades 9<sup>th</sup> – 12<sup>th</sup>)
5. *STEM and STEAM Campus:*  
Student in grades Kindergarten – Fifth attending these campuses will be assigned a one-to-one iPad for classroom use. Students will also have access to Dual Boot MacBook Airs (Capable of running both Apple Sierra and Window 10 operating systems) in their classrooms at the ratio of one (1) MacBook Air per four (4) students.

## Maintenance and Fee

Grand Prairie ISD student enrolled in grades 6th – 12th will be assigned one or more mobile computing devices to enhance their learning experience at GPISD. Students will be issued devices according to the school/program in which they are enrolled. The school/program determines if your student will receive one or more devices. Grand Prairie ISD will **NOT** charge a fee for the use of mobile devices issued to students.

Grand Prairie ISD will offer GPISDCARE optional insurance that covers one (1) mobile device, or GPISDCARE+

optional insurance that covers two (2) mobile devices. Parents/student are highly encouraged to participate in the District's optional insurance programs. The optional program includes coverage for:

5. Two (2) claims for repair cost (excluding glass breakage)
6. One (1) replacement of glass accidentally broken
7. One (1) replacement of the mobile device if accidentally lost

## Reimaging of Laptops

Typically, a need to reimage (erasing all data and loading the device with its basic set of programs) a student's mobile device will be the result of student experimentation, inexperience or personal customization that may interfere with the programs needed for instruction.

Student data saved on the device **will be lost** due to a reimage, for that reason but the Technology Department will reimage as a last option after attempting other resolution steps. Student's will be provided cloud storage in both One Drive (Office 365) and Google Drive (Google Classroom). Student's will be required to store their documents in one of these cloud storage solutions and **NOT** their mobile device.

Since the need for a reimage of a mobile device typically is the result of student misuse of the device the student will be allowed two reimages, each additional reimage will result in a referral to campus administration.

## Laptop Security

### *The Campus/District will take several security steps:*

- Each mobile device will be identified with a GPISD identification tag to facilitate tracking of the device. *Tampering with or removal of any identification tags is a violation of GPISD Responsible Use Policy.*
- Students will be held responsible for the security of their mobile devices. Care must be taken not to leave mobile devices unattended or in areas that are not secure. Students are encouraged to never leave the mobile device in a vehicle, however should the need arise always place your mobile devices in the trunk for safe keeping.
- The District will work with the GPISD School Resource Officers and the Grand Prairie Police Department to alert pawn shops and police departments in the Metroplex to be aware of this District-owned equipment.
- The district will collect data on the frequency of repairs, types of questions or problems, and students/parents experience.

### *Reporting a Lost, Stolen, Theft, or Vandalized Devices*

- Replacement of lost mobile devices are **not** covered unless the parent/student has purchased the District's OPTIONAL Mobile Device Insurance Coverage.
- In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent as soon as the incident is discovered. Incidents happening off campus must be reported to the Grand Prairie Police Department (or department with jurisdiction) by the parent and a copy of the report must be brought to the campus administration. Failure to provide a copy of the police report will result in the parent or student responsible for the replacement cost of the device.
- In the case of a fire at home that results in the destruction of the mobile device, a police report **MUST** be filed by the student or parent as soon as possible. The police/fire report must be brought to the campus administration. Failure to provide a copy of the police report will result in the parent or student responsible for the replacement cost of the device.

- The insurance only covers “accidental” damage or loss. Mobile devices submitted for claims will have their damage assisted by a GPISD staff member. Damage or loss that has been assessed as resulting of intentional or reckless behavior will be referred to the Principal, or their designee, for the final determination. Damage or loss that is determined to be the result of intentional or reckless behavior the student/parent will be responsible for 100% of the actual cost of repair or replacement value of the mobile device.
- Seniors must clear all records and pay all fees before participating in graduation.

### What Happens if Laptop is Stolen?

If the unfortunate event takes place that a mobile device is lost, stolen or otherwise missing, the following steps need to take place:

1. **Parent Conference:** Parents are to contact their child’s campus administration to set up a parent conference. The initial parent conference is designed to understand what took place, learn the details about the lost, missing or stolen laptop. Parents should also immediately call the Grand Prairie Police Department upon learning his/her child’s laptop has been stolen or otherwise missing, and bring that Police Report to their student’s campus. This parent conference will be with the campus administrator responsible for the campus technology.
2. **Student placed on “check-in/check-out” contract status:** In the event that expenses are owed to the District the student will be issued a loaner device under a contractual agreement to check in this mobile device at the end of every school day at the designated place and time set by each campus. The student is to return to the designated place to check out his/her mobile device for use while at school. This loaner device is not to leave campus.
3. **Follow Up Parent Conference:** In the event that the that expenses are owed the District the campus will conduct a follow up parent conference to detail the expenses owed the district for the missing, lost or stolen laptop. The parents will be offered options to repay on an as needed basis. Repayment is required, much like a lost textbook, to prevent the unfortunate delay of end of year event participation or graduation clearance.
4. **Repayment:** Once repayment has been made, the student will be released of the “check-in/check-out status” and will be free to enjoy the regular use of the mobile device at home and school.

### Replacement Value

Device	Replacement
iPad and case	iPad \$299 case \$27
Dell 3150	\$486
Dell 3340/50	\$868

## Table of Estimated Repair Pricing

Repair	Price / Current Market Value
Broken screen (LCD)	Current market value, Commonly iPad - \$150 Dell 3150 - \$100 Dell 3340/50 - \$140
Keyboard, keyboard parts	Current market value
Power adapter, cord	Current market value approximately \$35.00
Battery, replacement	Current market value

## Laptop Lease & Warranty

The initial district purchase of the mobile device provided a warranty policy, or lease agreement. The warranty/lease agreement provided for our students only protects in certain events that occur at home, school, or on the road. Parents are strongly encouraged to secure an additional policy such as the optional GPISDCARE or GPISDCARE+ to protect any loss, theft or unexplained issues with the mobile device should it become damaged, missing, or lost. Parents should be reminded that the issued mobile device does not come with any type of insurance policy and that repayment of a missing laptop will be expected.

## Laptop Insurance

GPISD will provides parents and students OPTIONAL Mobile Device Insurance to help guard against accidental damage or loss

## Outstanding Fees

Students with outstanding fees will be issued a loaner mobile device. The loaner may not be taken home. Each day the student is responsible for picking up the mobile device in the morning and returning the device at the end of the day. Each campus will designate the location for this purpose.

## Replacement Parts

Replacement parts and repairs are purchased and installed by the district or campus Technology Department. Student or parent/guardian purchase of parts and/or repairs is not permitted. GPISD Technology Department has certified staff members that are authorized to make repairs, order parts and perform functions to the student issued laptop within the warranty period. Families not to attempt to make repairs to damaged laptops.

## Terms of Laptop Loan

Students will comply at all times with the Grand Prairie Independent School District's Student/Parent Laptop Handbook and the GPISD Responsible Use Policy, included here. Any failure to comply may terminate your rights of possession and use and the District may repossess the property and restrict from the network. The mobile device belongs to, and shall always belong to, the Grand Prairie Independent School District. Your right to use and possess the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

## Title for Use of Laptop

Legal title to the property is with the District and shall at all times remain with the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the “Agreement” and the Student/Parent Laptop Handbook. The required “Agreement” must be signed prior to accepting responsibility and taking possession of the district owned mobile device. Students and families should understand that at any time, the mobile device may be reclaimed by campus administration for examination and investigation, and that such action should be conducted without reservation by the student.

## Saving Work

Students will be trained and reminded to save their work regularly. It is imperative that students **NEVER** save their work directly to their mobile device. Students should always save their work to one of the District supported cloud storage sites. Online (Cloud) storage sites include OneDrive and Google Drive. Saving work to a thumb/jump drive/SD cards are not recommended as they can easily be lost, contaminated with viruses or corrupted. Proper file maintenance is a part of the professional experience of real world expectations for life-long employment and success. Students will receive in depth training to ensure their important school documents are saved correctly.

## Laptop Backpacks

Students will be allowed to use/purchase their own computer backpacks if desired. All mobile devices must be in a laptop backpack/bag that has the following characteristics:

- A laptop backpack by design (not a standard, unpaddinged backpack, such as a string backpack)
- Padded laptop sleeve inside the backpack (to provide padding and protection for laptop)

## Bring Your Own Device

With the practice of bringing your own “device” to school gaining popularity, the GPISD allows students to bring their own devices to school as a mobile device replacement. Students are allowed to bring their own laptops, iPads, phones or tablet devices to connect to the campus network at any time. Students must be aware that the use of GPISD networks requires compliance with the Responsible Use Policy.

## Social Networking Sites

GPISD understands the use and popularity of social media/networking sites. Students must be aware and reminded that any inappropriate use of the district owned laptop either at school or home is a violation of the acceptable use policies. Students should not use the district mobile devices to post distasteful, inappropriate, threatening, or any other unwanted images or text to social sites.

## Repossession

If you do not timely and fully comply with all terms of the GPISD Student Loan Agreement and the Student/Parent Mobile Device Handbook, including the timely return of the property, the District shall be entitled to declare you in default and will notify local law enforcement officials to assist in securing the return of the mobile device.

## Appropriation

Your failure to timely return the property and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

## Financial Hardships

Grand Prairie ISD is not assessing a fee for the use of student issued mobile devices. There are two types of fees associated with these devices:



1. The Optional Insurance fees
2. Actual cost of repair or replacement of the mobile device

Assistance in obtaining Optional Insurance can be arranged on a case-by-case basis by providing proof of financial hardship (as determined by established District standards) to the campus administration. The administration may make one of the following changes to the fees:

1. Create a payment plan for the student to pay out fees over time;
2. Offer the student the option to perform public service in exchange for the fees;
3. Reduce fees based on certain circumstances.

Optional Insurance fees will be capped at four. Parents with more than four children, in a single household, that has been issued mobile devices shall insure all children above four at no additional cost.

Fees for the actual cost of repairs or replacement of student issued mobile devices shall not be reduced.

## Problems with Laptop: What to Do

The Grand Prairie Independent School District is committed to the importance of a student being able to continue with his/her work when his mobile device is experiencing problems. To assist with any problems please try the following solutions:

1. *Use the “Rule of 3” with basic mobile device issues/challenges:*
  - o Ask 3 students for help (*not repair help, but start up, software assistance, or general assistance*)
  - o Ask your teacher for help (*let teacher know of the problem for solutions*)
  - o Turn in your mobile device to the Computer Maintenance Department at your campus for assistance.
2. *Classroom/library computers:* The District has made available limited numbers of desktop computers in some classrooms and in the library. These computers can be used by students if they do not have their mobile device. Access to student accounts will remain active at all times unless there are disciplinary consequences in effect.
3. *Exchange laptop:* if the student’s mobile device is inoperable, GPISD is prepared to provide another mobile device to students who, to no fault of their own, have an inoperable mobile device. Students who continually violate the practices/policies and Handbook items may be without a mobile device during the repair time. The students will only have one mobile device issued to them at any time. (With the exception of certain campuses and programs that will receive two mobile devices.)

## Canvas and Google Classroom

Your student may have online assignments posted in a Learning Management System (Google Classroom Grades K – 5<sup>th</sup>, and Canvas Grades 6<sup>th</sup> – 12<sup>th</sup>) which can be accessed through any computer with internet access. Talk with your student’s teacher(s) about the availability of coursework and assignments in these Learning Management Systems.

## Internet safety

Your Child’s mobile device has been pre-loaded with an Internet Filtering Software that protects students from internet that can be potentially alarming or dangerous to minors. These sites are blocked while students are using their mobile device both at school and at home. Students are in violation of District policy if they attempt to cheat or defeat the filtering software through the use of proxies, or other methods. Parents may want to restrict or closely monitor their home Internet access.

## General Mobile Device Rules

### Inappropriate Content

*Inappropriate content:* any inappropriate content, as defined by the GPISD Code of Contact, will not be allowed on District mobile devices.

1. Items such as, but not limited to, the presence of weapons, pornographic content, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
2. Should it be necessary to reimage a mobile device to remove any inappropriate content the student will be referred to their campus administration for appropriate action.

### Internet Filters

Student mobile devices have an internet filter that is embedded within the device. This filter may interfere with some social networking sites, inappropriate sites as well as some common non-educational sites that may be frequented by students. The Internet filter should not block appropriate, educational sites. If an appropriate, educational site is blocked, please report that to campus administration and that site will be reviewed to either unblock the site or continue to block it. Students attempting to go around, proxy or tamper with the Internet filter will be in violation of the stated acceptable use guidelines and will face disciplinary consequences to include a temporary/permanent loss of laptop privileges.

### Internet Use at Home

Students are expected to use the mobile device and the Internet at home as a part of the instructional program at GPISD. Parents without current Internet access at home should consider this as a compliment to the child's education, but it is not a requirement. There are several public access points within Grand Prairie where our mobile devices can easily and legally pick up an Internet signal free of charge. The Grand Prairie Public Library System has a wireless system that is available to residents of the City, as well as several local businesses and locations.

### Blocked File Types

In an attempt to minimize network damage, device problems and non-educational use of the device, the following types of files will be restricted from the device and may not be loaded onto your device:

- Executable files (.exe, .dll., etc.)
- Multimedia files (.avi., .mpg., .aa4)
- Compressed files (.tar., .zip., 7z., etc)

### Sound

1. Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Ear buds, headphones or other such listening devices will not be allowed in classrooms unless permission is obtained from the teacher for instructional purposes. In some circumstances, the campus administration may allow students to listen to headphones or ear buds while in the cafeteria during lunch or before and after school.

### Deleting Files

1. Do not delete any folder or files that you did not create or that you do not recognize. Deletion of certain files may result in a computer failure and may interfere with your ability to complete class work and may affect your grades.
2. There is a reimaging fee to correct system files due to deletion. This fee must be paid in full prior to the return of the laptop to the student.

### Music, Games, and Non-Educational Programs

1. Music, games and non-educational programs may be used as long as their use does not violate any copyright laws or interfere with the teaching and learning process as determined by campus staff.

2. During the instructional time within the classroom, any use of music or games is determined by the teacher, which may be different from classroom to classroom.
3. GPISD will provide a number of approved games, and other apps and programs that afford a “Brain Break” for our students. These apps and programs can be found in the “Brain Break” section of “Self-Service”.

### No Loaning or Borrowing Laptops

1. Do NOT loan mobile devices to other students.
2. Do NOT borrow a mobile device from another student.
3. Do NOT share passwords or usernames to any program, or mobile device, for any reason.

### Unauthorized Access

1. GPISD Board Policy CQ Local: access to another person’s account or computer without their consent or knowledge is considered hacking, or cracking, and is unacceptable. Students “cracking” or “hacking” into files, networks, computers or other digital devices is strictly forbidden and will result in disciplinary consequences.

### Transporting Laptop

1. Mobile devices must be transported in an approved, padded or provided backpack or case.
2. Mobile devices must be secured in a backpack or case during class changes or at any time a student moves from one place to another except within a classroom or instructional setting.
3. To prevent hard drive damage, PC Mobile device should be shut down between classes.
4. To conserve battery power, Apple Mobile devices should be put to sleep between classes.

### Peaceful Surrender of Laptop

Students and parents should be aware that at any time, the District owned mobile device may need to be surrendered for a variety of reasons. If and when those times arrive, a student will be asked to peacefully surrender his/her laptop for inspection, correction or review. GPISD reserves the right to conduct regular, random and targeted inspections of district owned laptop computers.

# Appendix

The following documents are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, local databases, CD ROM's, digitized information, communication technologies and Internet access.

## GPISD Student Device Loan Agreement

### Overview

Grand Prairie ISD students in grades 6th – 12th will be issued one or more mobile computing devices to enhance their learning experience at GPISD. Prior to receiving student devices, parents and students will be required to sign this “Student Device Loan Agreement”. At the time of device distribution, the student will be asked to digitally sign the “Device Receipt” which associates the student with a particular device/s. (Parents have the opportunity to receive a copy of the “Device Receipt” by providing an e-mail address.) Parents and their student will be responsible for the security of their assigned devices.

### Definition of Mobile Computing Devices

The use of the following district-issued hardware devices is covered in these guidelines:

- Laptop (Apple or a Dell)
- iPad
- Chargers and power cords
- Keyboards (on a checkout basis)

(Students will be issued devices according to the school/program in which they are enrolled. The school/program determines if your student will receive one or both devices.)

### General

This agreement governs the use and care of mobile device/s assigned to the student. This agreement will remain in effect for the current school year and terminates upon the return of the device/s to GPISD. All issued devices shall remain the sole property of Grand Prairie ISD, and is governed by the GPISD Responsible Use Procedures and Board Policies including, but not limited to, CQ (Local), and FNCRB(Legal).

(The “GPISD Responsible Use Procedure” can be found in the Student Handbook at <https://www.gpisd.org/domain/12002>. Policies are available at <https://www.gpisd.org/domain/52> )

GPISD students shall be issued mobile computing devices to support their educational experience. Limited personal use of equipment is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district’s technology resources; and
- Has no adverse effect on the instructional process or the student academic performance.

All GPISD owned mobile devices will have software installed to meet the requirements of the Children’s Internet Protection Act that filters the Internet according to District procedures and policy. Students may not remove or try to disable this feature.

### Student Responsibilities

1. Students are required to bring devices to school each day charged and prepared for use.
2. Students are responsible at all times for the device, whether on district property or not.
3. Students may not loan mobile devices or components to others, including friends, or family.
4. Students should not leave devices unsupervised in unsecured areas.
5. Each device will have an asset tag that is not to be modified, removed or destroyed.
6. Students will not be allowed to remove the protective cases in lieu of personally owned cases.
7. Student may not affix stickers to their mobile devices.

## Withdrawal from the Campus/District and Summer Months

The students must return all issued mobile devices and accessories to their campus when they withdraw from that campus or the District. Students will not be issued devices during the summer months and will be required to return all issued mobile devices and accessories at the end of each school year.

## Device Repairs

Students will be required to follow their campus' procedures in the event their mobile device needs repair. All repairs will be performed by Grand Prairie ISD Technology Department. Student or their family members, friends, or contacts are not allowed to attempt repairs themselves or to contract with any other individual or business to repair any District owned computer equipment.

While students may connect to their home Internet provider, Grand Prairie ISD will not provide support.

## Monitoring

District-issued mobile devices may be monitored for responsible use, asset tracking, and troubleshooting purposes, in accordance with the GPISD Responsible Use Policy and School Board Policies. Students will provide access to devices and accessories upon request by the school or district. A search of the device and files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

There should be no expectation of privacy regarding the contents of computer files or communication using any school owned computer or network.

Grand Prairie ISD will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district owned equipment.

## Warranties, Damages, and Theft

### Hardware Warranty

GPISD purchases limited warranty coverage on all mobile devices. The manufacturer's warranty does not warrant against damage caused by misuse, abuse, neglect, accidents, vandalism or theft.

### Damage

- In accordance with GPISD Board Policy FNCB(LEGAL), the student assumes financial responsibility for technology equipment on or off school property.
- The student will be responsible for compensating Grand Prairie ISD for any loss or damages caused by intentional misuse, abuse, neglect or loss.
- All fees must be paid in full before devices will be returned or reissued.
- All damage will be assessed by the campus principal (or designee) and a determination will be made if the damage is due to neglect or intentional behavior. Should the principal determine the damage is due to neglect or intentional behavior the student may be subject to disciplinary action and will be responsible for the full cost of the repair or replacement.

### Theft

Students must report incidents of theft to the police, or SRO and a copy of the police report must be given to the school principal immediately. Students who fail to do so will be held responsible for the replacement cost of the device.

If there is no clear evidence of theft, or if the device has been lost due to a student's negligence, the student will be responsible for the device replacement cost.

**Remember: Filing a false report is a crime.**

### Insurance

GPISD students who have been issued a mobile device have the option to purchase, from the district, or may obtain appropriate insurance through their preferred agent.

## Student/Parent Agreement

*Complete the following section before receipt of your devices.*

- I accept the conditions as outlined in this Device Loan Agreement for the issuance of a mobile device to my student.
- I understand and agree that my student will follow the Responsible Use Agreement in the student handbook.
- I give permission for my student to be issued a mobile device/s as determined by their assigned campus.

---

**Campus**

---

**Parent Signature**

---

**Student ID number**

---

**Student Signature**

---

**Date**

# GPISD Responsible Use Policy

## COMPUTERS AND NETWORKS

To prepare students for an increasingly technological society, the District has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources. Violation of this agreement may result in withdrawal of privileges and other disciplinary action.

All hardware, peripheral equipment, cabling, and software are the property of Grand Prairie ISD. While this equipment is for the use of students in an instructional setting, we reserve the right to bar any student from using the equipment if that person has violated any of the rules as expressed below. Grand Prairie ISD staff members shall report to the building administrator or the Instructional Delivery Department the names of those responsible for any incidents of unauthorized or unacceptable access or use. Computer use will be monitored at all times by the Grand Prairie ISD staff.

## RESPONSIBLE COMPUTER AND NETWORK USE

### PURPOSE STATEMENT:

The purpose of the Acceptable Computer and Network Use Procedures is to provide the procedures and the code of conduct for the use of technology and the Internet.

### Student Responsibility

1. Use of the computer should be primarily for academic purposes as directed by a teacher and/or administrator. Limited personal use of the system shall be permitted if the use imposes no tangible cost to the District, does not unduly burden the District's computer or network resources, and has no adverse effect on a student's academic performance. See GPISD Board Policy CQ(LOCAL).
2. Students will abide by the general rules of network etiquette as instructed by Board Policy and the teacher. See GPISD Procedure CQ. Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectionable information, Internet sites, language, or images. If such information is accessed accidentally, students must notify a GPISD staff member immediately.
3. Use of the Internet should be primarily for academic purposes as directed by a teacher and/or administrator. Students shall not reveal personal information over the Internet about themselves or anyone else without authorization from a GPISD staff member. Students shall not arrange a meeting with anyone met online. Any inappropriate use of the Internet should be reported to a GPISD staff member.
4. Students shall not violate copyright laws or plagiarize the work of another. Students shall not electronically transmit any material that violates federal or state regulations.



5. Students' computer files may not be kept confidential from parents or legal guardians. In addition, appropriate staff members may have access to students' computer files at any time.
6. Student access to e-mail will only be available through District approved student email systems.
7. Students shall not encrypt any electronic communications.
8. Students shall not use the network for commercial, religious, or political purposes.
9. Students shall not enter any Internet "chat rooms," unless authorized by a GPISD staff member.
10. Students shall retain all rights to work they create using the District's computer system, except for any contribution made to a GPISD-sponsored computer web page.
11. Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated District staff to ensure appropriate use. See GPISD Board Policy CQ(LOCAL).
12. Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.
13. All hardware, peripheral equipment, stored text, data files, cabling, and software are the property of Grand Prairie ISD. Grand Prairie ISD staff members shall report to the building administrator or the 20 Instructional Delivery Department the names of those responsible for any incidents of unauthorized or unacceptable access or use.
14. A student cannot install, remove, alter, or copy freeware or shareware programs from the network or hard drive from any District computer. While installing or copying this type of software is not illegal, this is not appropriate behavior for students.
15. A student shall not, for any reason, alter, damage, or destroy any computer, network, Internet connection, peripheral equipment, cabling, associated technology, or any data of another user. Vandalism will be reported to the police. The user will be held monetarily responsible for the damage or destruction of any computer, network, associated equipment, or data. In addition, the student will be subject to disciplinary actions in accordance with the Student Code of Conduct.
16. A student shall not break into or attempt to break into the District's computer network under any circumstances. Any student caught in this endeavor will be reported to the police and will be subject to discipline.
17. All files and programs on the computers or file servers created by a student are for that student's benefit only. Students shall not erase, rename or make unusable anyone else's files or programs. Students shall not attempt to discover or use another user's password, either at Grand Prairie ISD locally or at a remote location.
18. Students shall not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code (often called a "virus") designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, software, hardware, network, or any other computer system.
19. Any program, document, site, or information obtained on a GPISD computer is the

- property of Grand Prairie ISD.
20. Access to the District's electronic computer system is a privilege, not right. All users shall be required to acknowledge receipt and understanding of these guidelines.
  21. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting", will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior; and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you and your child to visit this <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

## Consequences

Violation of Grand Prairie ISD policies and procedures involving the use of computers and networks will result in disciplinary actions as specified in the Student Code of Conduct Handbook, including, but not limited to, cancellation of user privileges. In addition, violators may also be reported to the appropriate criminal authorities. School personnel will determine when a policy or procedure has been violated, and their decision is final.

## Disclaimer

While the Internet is an invaluable tool in our educational setting, it does have some disadvantages. For example, materials may contain items that are inaccurate, illegal, pornographic, profane, defamatory, or potentially offensive to some people. Grand Prairie ISD firmly believes that the valuable information and interaction available on the Internet far exceeds any disadvantages. In order to limit the access of inappropriate items, Grand Prairie ISD will install filters to block access to certain visual depictions, in accordance with the Children's Internet Protection Act (CHIPA). In addition, the online activities of minors will be monitored. However, Grand Prairie ISD cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites.

Grand Prairie ISD makes no warranties of any kind, whether expressed or implied, for the computer service it is providing. Grand Prairie ISD specifically denies any responsibility for the accuracy or quality of information obtained through its computer services.

Grand Prairie ISD will not be responsible for any damages suffered as a result of an individual's use of the District's computer system including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's negligence or any errors or omissions.

Grand Prairie ISD shall not be liable for users' inappropriate use of electronic communications, resources, violations of copyright restrictions or other laws, users'

mistakes or negligence, or costs incurred by users. These procedures are subject to modification at any time.

## Grand Prairie ISD iPad Optional Insurance Coverage - Student 2017-2018 School Year

Grand Prairie ISD uses Instructional Technology to prepare and inspire all students for life-long success by teaching the skills, knowledge, and behaviors students will need as responsible citizens in the global community. To increase access to those 21st century skills, GPISD offers students 24/7 accessibility to their learning. Individual technology empowers students to reach their full potential and prepares them for college and the workplace.

The Grand Prairie ISD-issued iPad is an instructional material and a required part of the classroom learning environment. Your student will receive one 9.7” iPad, Apple charger, Apple charging cord, and a Targus Protective iPad Case for their use. Depending on the school and/or program in which your child is enrolled, he/she may also be issued a laptop and charging cords. (specific device will vary)

The iPad and laptop (if applicable) are issued at no cost to the student. The student will have to pay for any repairs or replacement due to damage or loss while the devices are in the student’s possession, unless insurance is purchased as outlined below.

### Optional Insurance Coverage

Parents may purchase insurance to cover a portion of the cost to repair or replace the iPad/case and laptop in the event of accidental damage, loss, or theft.

- If the student is issued one device, the purchase price for insurance is \$20
- If the student is issued two devices, the purchase price for insurance \$30

Insurance coverage begins August 2017 and ends May 31, 2018. Insurance may be purchased **once** per school year.

### Terms of Coverage

1. Glass Breakage – Repair or replace **once** for accidental damage to the glass screen.
2. Accidental Damage – Repair or replace **twice** for any other accidental damage other than the glass screen.

3. Accidental Loss – If the student accidentally loses a device, GPISD will pay for **50%** of the replacement amount, and the student or parent/guardian will pay the remaining **50%**.
4. Theft – If a device is stolen, GPIS will replace it at no cost to the student if a police report **is** filed by the student or guardian/guardian with a copy of the police report given to the campus tech.

Please note, that if a device is damaged or lost either **intentionally or recklessly**, the student will be charged **100%** of the cost to replace or repair it even if insurance was purchased.

### Replacement Costs:

• iPad	\$299.00
• iPad Case	\$ 27.00
• Apple Charger	\$ 17.50
• Apple Charging Cable	\$ 17.50
• Dell 3150	\$486.00
• Dell charger	\$ 50.00
• Dell 3350/40	\$868.00

### Repair Costs:

- All repairs must be made by GPISD Technology personnel or their representatives. Repairs made by any other party or company will result in the student or parent/guardian being responsible for replacing the iPad.
- The student or parent/guardian will be charged the actual cost of the repair.
- The student or parent/guardian has the right to receive a copy of the repair ticket that shows the cost of the repair.

Student Name:  
(printed) \_\_\_\_\_

Student ID: \_\_\_\_\_

Campus: \_\_\_\_\_

I chose the following warranty option:

**Option 1 (My student has been issued 1 device): Protection Coverage for District Owned iPad**  
**Coverage: August 2017-May 31, 2018: \$20.00**

*A payment needs to be made and verified before coverage starts. Online Payment can be made on your "My School Bucks" account or you may pay by cash or check at your campus.*

**Option 2 (My student has been issued 2 devices): Protection Coverage for District Owned iPad and laptop**  
**Coverage August 2017 – May 31, 2018: \$30.00**

*A payment needs to be made and verified before coverage starts. Online Payment can be made on your "My School Bucks" account or you may pay by case or check at your child's campus.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian