

- System users shall not purposefully proxy a computer outside the District to access materials or commit actions that are in violation of District Policy, Regulations, and guidelines.
- System users shall not waste District resources related to the electronic communications system.
- System users shall not gain unauthorized access to resources or information.

## Individual User Responsibility

- The system shall not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy, regulations, and guidelines.
- The system, including the Internet, will not be used for private gain, selling products or services, or for political purposes.
- System users will not disable, or attempt to disable, a filtering device on district issued equipment or any area of the system.
- Users will not install software on a district supplied computer either from the Internet or any other source without appropriate authority.
- System users shall not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, gang affiliate, damaging to another's reputation or illegal.

# Student Electronic Handbook



**TEXAS CITY INDEPENDENT SCHOOL DISTRICT**

**2021-22**

# Table of Contents

Mission Statement.....	1
If a Laptop is Missing or Stolen.....	2
Fees, Fines, and Repair Costs.....	2
Program Guidelines.....	3
General Guidelines .....	3
Social Networking.....	4
Use of Social Networking Sites.....	4
Laptop Rules and Regulations .....	5
Student and Parent Responsibilities.....	5
Loan of Laptops.....	5
Individual User Responsibility.....	6

# Laptop Rules and Regulations

## Student and Parent Responsibilities

- Students are responsible for the condition of devices issued and for safeguarding account information provided. Misuse will result in disciplinary action.
- All school issued devices must be carried in school issues bags.
- Laptops or components may not be loaned to other students for any reason. Any loss or damage that occurs as a result is the responsibility of the assigned user.
- Students may not download software on devices and may not use them for gaming or to play music.
- Students files may be backed up on Microsoft Office 365 One Drive. This is the responsibility of the user.
- **Students are responsible for charging devices each day.**
- Parents are to monitor student’s use of school issues devices while at home.
- Parents are responsible for reviewing the District’s Acceptable Use Guidelines with their students.
- Texas City ISD maintains an Internet filter package on-site. This filter operates both within the district and while at home. Parents may request a log of student usage at any time.

## Loan of Laptops

- If a device is damaged, it will be repaired as quickly as possible. A loaner laptop will be provided during the repair period if available.
- Any fees or fines associated with the damage or misuse of a device must be cleared before a device will be reissued.

# Social Networking

## Use of Social Networking Sites

- Limited and occasional use of the District's systems to engage in blogging is acceptable if authorized, providing that it is done in a professional and responsible manner, does not otherwise violate the District's policy, and is not detrimental to the District's best interests. The District reserves the right to block access to these or other web sites.
- Users are also prohibited from discussing specific District business within any personal home pages they may have established on these sites outside of District business hours.
- Users will not engage in any blogging that may harm or tarnish the image, reputation, and/or goodwill of the District and/or any of its employees. Users are also prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when blogging or otherwise engaging in any conduct prohibited by the District's Nondiscrimination and Anti-Harassment policy.
- Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, the District's trademarks, logos, and any other District intellectual property may also not be used with any blogging activity.

# Mission Statement

## 1:1 Laptop Program

The Texas City Independent School District (TCISD) is undertaking an important initiative to support teaching and learning within TCISD. The 1:1 initiative allows several things to occur for the benefit of student learning, including the following:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents, and community.
- Increasing access to online learning materials, resources, and collaborative medium.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.



## If Laptop is Missing or Stolen

Go immediately to the administration and report the device as missing.

**You must report this within 24 hours!**

- If the laptop has been stolen, you must file a police report.
- There must be **credible evidence of theft along with the police report** before this will be given to the insurance provider. Filing a false police report will result in appropriate legal and disciplinary action being taken.
- If you leave the device in a classroom unattended or place it in an unsecured area such as athletics or the cafeteria, this will be considered negligence and you will be responsible for replacing the device.
- Repeated violation of laptop program rules will lead to the removal of laptop devices and the revocation of system access.

## Fees, Fines, and Repair Costs

Each student will pay an annual insurance and usage fee of \$25 or \$15 for those on free/reduced lunch.

- “Three Strikes Rule” – Damaged units will be repaired by the district, but fines (see table below) will be attached. However, if the same device is damaged more than three times, the student will be responsible for the full cost of the repair.
- Fees and fines must be paid in full before laptops will be issued or returned after repairs. Student Obligation Lists will not be allowed.

Damaged Item	Amount of Fine
Cracked Screen	\$20
Broken Lid	\$20
Broken Chassis	\$25
Broken Keyboard	\$15
Re-Image Unit	\$25
Lost or Damaged Power Cord	\$50
Removal of Decals/Stickers	\$10
Replace Bag	\$25

# Program Guidelines

## General Guidelines

- Students will have access to all available forms of electronic media which is in support of educational goals and objectives of the Texas City Independent School District.
- Students are responsible for the ethical and educational use of all electronic resources provided by TCISD.
- Transmission of any material which is in violation of 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 files of another user without the consent of the individual, campus administrator, or technology administrator will be considered an act of vandalism and subject to disciplinary action in accordance with the district student conduct code.
- Be polite. Messages typed in capital letters on the computer are the equivalent to shouting and are considered rude.
- Use appropriate language. Swearing, vulgarity, ethnic or racial slurs, and any other threatening or inflammatory language are prohibited.
- Transmitting obscene messages or pictures is prohibited.
- Revealing personal information such as address and phone numbers is prohibited.
- Using the network in such a way that would disrupt its use by others is prohibited.
- Noncompliance with program guidelines may result in the suspension or termination of technology privileges and lead to disciplinary action.
- All users will be required to sign a user agreement annually for issuance or renewal of an account.