STUDENT ELECTRONIC HANDBOOK

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.

LAPTOP RULES AND REGULATIONS

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.

STUDENT AND PARENT RESPONSIBILITIES

Student files should be backed up on Microsoft Office 365 OneDrive. 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.

DAMAGE

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 is reissued.

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 is 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

Damaged Item	Amount of Fine
Cracked Screen	$50
Broken Lid	$50
Broken Chassis	$50
Broken Keyboard	$25
Re-Image Unit	$25
Lost or Damaged Power Cord	$50
Removal of Decals/Stickers	$10
Replace Bag	$25
Full cost for missing device	$540