



# Garland ISD

Ready 1:1

Student/Parent Handbook

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## Overview

The goal of Garland ISD's Ready 1:1 is to empower our students so that students leave us with the skills and knowledge they need to be globally competitive, now and in the future.

Ready 1:1 is important for Garland ISD students. Research indicates that students without access to digital resources and tools are at a disadvantage when compared to students who have that access. By providing a device to students, we aim to eliminate that barrier, providing equity to students who do not have technology at home. Technology provides a great opportunity for personalizing instruction for our students.

With this privilege and extraordinary opportunity comes responsibility for the parent and the student. Engaging families in the 1:1 process is key to the success of this initiative.

It is the goal of Garland ISD to maintain an environment that promotes ethical and responsible conduct with regard to all electronic resources and activities. When signing the Student/Parent Ready 1:1 Agreement, you are acknowledging that you understand and accept the information in this document.

Garland ISD students and families must understand that:

1. All students are allowed to access electronic resources unless the school is notified in writing by the guardian/parent.
2. All users of the Garland ISD network and equipment must comply at all times with the Garland ISD Acceptable Use Policy.
3. Devices are on loan to students and remain the property of Garland ISD. Devices will be distributed to students, and Parent Information Sessions will be provided.
4. All users are accountable to the school and district rules and local, state and federal laws.
5. All use of the Garland ISD technology network must support education.
6. Student and families should follow all guidelines set forth in this document.
7. All rules and guidelines are in effect before, during and after school hours, for all Garland ISD iPads on or off the campus.
8. All files stored on Garland ISD equipment, the Garland ISD network and/or district-managed cloud storage are the property of the district and may be subject to review and monitoring.
9. The terms "equipment" and "technology" refer to iPads, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The expectations of care for this equipment can be equated to those of a textbook or school-issued calculator.
10. Students are expected to keep equipment in good condition. Failure to do so will result in consequences deemed appropriate by campus administration and consistent with the Student Code of Conduct.
11. Each student must use and carry the iPad in the protective case provided at all times.

12. The iPad warranty will cover normal wear and tear along with other damage that might occur during normal use of the device.
13. Students are expected to report any damage to a device as soon as possible. This means no later than the next school day.
14. Students who identify or know about a security problem are expected to convey the details to a teacher or administrator without discussing the matter with other students.
15. Students are to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
16. All users are expected to follow existing copyright laws and educational fair use policies.
17. Students will be provided district-managed usernames and passwords. Students may not share their passwords with other students.
18. Student may not loan device components to other students for any reason. Students who do so are responsible for any lost or damaged components.
19. Devices will be configured with Garland ISD network security certificates and web-filtering policies. The district reserves the right to update these at any time.
20. Any failure to comply with the Ready 1:1 Student/Parent Agreement may result in disciplinary action. Garland ISD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
21. Garland ISD reserves the right to collect the equipment at any time.

## Parent / Guardian Responsibilities

Garland Independent School District makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the iPads in the home. There are several responsibilities assumed by the parent/ guardian outlined below.

### Sign the Student / Parent iPad Agreement

<b>Parent / Guardian Responsibility</b>	In order for a student to be allowed to take an iPad home, the student and a parent/guardian must sign the Student/Parent Ready 1:1 Agreement. Parents are encouraged to attend a Ready 1:1 Parent Information session held by the school which provides information regarding the district-provided devices.
<b>Orientation Topics</b>	<ul style="list-style-type: none"> <li>• Garland ISD Acceptable Use Policy</li> <li>• Student/Parent Ready 1:1 Handbook</li> <li>• Internet Safety and Digital Citizenship</li> <li>• Parent/Guardian and Student Responsibilities</li> </ul>

### Supervise Student Participation

<b>Parent / Guardian Responsibility</b>	<p>The parent/guardian is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• Student brings iPad to school every day.</li> <li>• Student notifies school of loss or damage following the appropriate procedures.</li> </ul>
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### Monitor Student Use

<b>Parent / Guardian Responsibility</b>	<p>The parent/guardian must agree to monitor student use of the iPad at home and away from school. The best way to keep students safe and on-task is for parents/guardians to be present and involved when devices are used outside of school. Monitoring responsibilities include:</p> <ul style="list-style-type: none"> <li>• Be aware that every attempt to filter Internet will be made by Garland ISD. However, parents need to take an active roll in monitoring internet usage.</li> <li>• Develop a set of rules/expectations for iPad use at home.</li> <li>• Only allow iPad use in common rooms of the home (e.g. living room or kitchen), not in bedrooms.</li> <li>• Demonstrate a genuine interest in what your student is doing on the iPad. Ask questions and request that your student show you his or her work often.</li> </ul>
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## iPad Responsibilities and Guidelines

Responsibilities and guidelines are included in this handbook so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned iPad. In general, this requires ethical and legal utilization of all technology resources.

Students will receive device-related training as iPads are issued and on a continuing basis within their curriculum. Below you will find an overview of topics that will be covered with students:

### **Responsible Use Overview**

<b>General Guidelines</b>	<p>All use of technology must:</p> <ul style="list-style-type: none"> <li>⇒ Support learning</li> <li>⇒ Follow local, state, and federal laws</li> <li>⇒ Be school appropriate</li> </ul>
<b>Security Reminders</b>	<p>Secure use of technology requires that students:</p> <ul style="list-style-type: none"> <li>⇒ Do not share logins or passwords</li> <li>⇒ Do not develop programs to harass others, hack, bring in viruses, or change others' files</li> <li>⇒ Follow Internet safety guidelines</li> </ul>
<b>Teacher Direction of Device Usage</b>	<p>To maintain focus on instruction, students are expected to follow teachers' directions regarding:</p> <ul style="list-style-type: none"> <li>⇒ Activities during which use of device is prohibited <ul style="list-style-type: none"> <li>○ Testing</li> <li>○ Class discussion</li> <li>○ Assignments not using technology</li> </ul> </li> <li>⇒ Use of headphones in class</li> <li>⇒</li> </ul>
<b>Appropriate Content</b>	<p>All files must be school appropriate; inappropriate materials contain explicit or implicit references to:</p> <ul style="list-style-type: none"> <li>⇒ Alcohol, tobacco or drugs</li> <li>⇒ Gangs</li> <li>⇒ Obscene languages or nudity</li> <li>⇒ Bullying or harassment</li> </ul>

## Device Use, Care and Classroom Routines

<b>Lockers</b>	<ul style="list-style-type: none"> <li>⇒ The iPad should always remain in its district-issued protective case.</li> <li>⇒ The iPad should be stored on top of all locker contents.</li> <li>⇒ Never pile anything on top of the iPad.</li> <li>⇒ Lockers should be secured any time that the iPad is being stored there.</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>⇒ Properly secure the iPad while carrying it.</li> <li>⇒ Never leave the device unattended for any reason.</li> <li>⇒ Lock the device before changing classes.</li> </ul>
<b>Classroom Habits</b>	<ul style="list-style-type: none"> <li>⇒ Center the device on the desk or workspace.</li> <li>⇒ Lock the device before walking away from it.</li> <li>⇒ Handle the iPad with care.</li> <li>⇒ Carefully remove the charging unit from the back of the device</li> <li>⇒ Follow all directions given by the teacher.</li> </ul>
<b>Care of Devices at Home</b>	<ul style="list-style-type: none"> <li>⇒ Charge the device fully every night.</li> <li>⇒ Use the device in a common room of the home and with parent permission.</li> <li>⇒ Protect the Device from:               <ul style="list-style-type: none"> <li>• Extreme heat or cold</li> <li>• Food and Drinks</li> <li>• Pets</li> <li>• Small Children</li> </ul> </li> </ul>
<b>Traveling to and From School</b>	<ul style="list-style-type: none"> <li>⇒ Completely turn off device before traveling.</li> <li>⇒ Do not leave the device in a vehicle.</li> <li>⇒ Place the device in your backpack for safe travel.</li> </ul>
<b>Prohibited Actions</b>	<ul style="list-style-type: none"> <li>⇒ Students are prohibited from:               <ul style="list-style-type: none"> <li>• Trading devices with other students at school.</li> <li>• Trading, selling, or exchanging devices with any parties outside the campus.</li> <li>• Putting stickers or additional markings on the device, case, or power cords/chargers</li> <li>• Defacing Garland ISD issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the device or the case.</li> <li>• Using the iPad camera to take pictures in locations or situations that do not respect the privacy of others. (Example: restrooms, locker rooms)</li> </ul> </li> </ul>

## Troubleshooting & Support

### Cloud Storage

With Garland ISD managed accounts, students will be provided cloud storage through Google Drive and iCloud accounts. Students must keep account information private and secure at all times. The benefit of storing information in the cloud is that it can be accessed from any device connected to the Internet, and files will not be lost if a device is no longer functional.

### Support

Detailed support information is available online.

If you are unable to resolve issues with your device, the next step would be to turn in an on-line student support ticket or contact the iTech at the Ready 1:1 Support Center. This ticket will be routed to the person who can best help you solve your problem.

### Cameras

Cameras are to be used for educational purposes only as directed by teachers. Examples include:

- ⇒ Recording videos or taking pictures to include in a project
- ⇒ Recording a student giving a speech and playing back for improvements.

Please refer to the *Parent Responsibility* section of this document for suggestions on how to monitor student use of technology in the home.

### Apps

Instructional apps will be distributed by Garland ISD through a mobile device management system (MDM). Students should not install apps for personal reasons or without teacher instruction to ensure that resources on the iPad are maintained for instructional use.



**Note:** Any apps installed by the user that are not Garland ISD approved are subject to deletion at any time. No technical support is provided for applications and software that are personally installed.

### Printing

If students need to print a hard copy of an assignment, they can login to a cloud account and save the project, then login to a campus PC and print from the cloud account.

### Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and /or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (*Title 17, U.S.C.*)



## Technology Discipline

The following are examples, but not an exclusive list, of technology behavior violations:

Tech-related Behavior Violations	Traditional Classroom Violations
Email, instant messaging, Internet surfing, computer games (off-task)	Passing notes, looking at magazines (off-task)
Missing Case	No Binder / Missing Supplies
Cutting and pasting text without citing sources (plagiarism)	Plagiarism
Cyberbullying	Bullying, harassment
Damaging, defacing or endangering the iPad and/or accessories	Vandalism, property damage
Using inappropriate language	Using inappropriate language
Accessing inappropriate images, files, materials and or dangerous files to the integrity of the network	Bringing inappropriate content into the classroom in a printed form
Using an electronic resource account authorized for another person	Accessing someone else's materials

Technology Violations
<b>Behavior unique to the digital environment without a "traditional" behavior equivalent</b>
Chronic, tech-related behavior violations (see above)
Deleting browser history to conceal Internet patterns
Using electronic resources for individual profit or gain, for product advertisement, for political action or political activities or for excessive personal use
Making use of digital resources in a manner that disrupts the use of the network by others
Unauthorized downloading or installation of software
Attempts to bypass the district's Internet filter
Modification to the district browser settings or any other configurations designed to avoid being blocked from inappropriate content or to conceal Internet activity

## **Examples of Unacceptable Use**

### **INAPPROPRIATE USE**

- Using the district's electronic communications system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing user names and passwords with others and/or borrowing someone else's username, password, or account access.
- Purposefully opening, viewing, using or deleting files belonging to another system user without permission.
- Electronically posting personally identifiable information about one's self or others (i.e., addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Gaining unauthorized access to restricted information or network resources.

### **CYBERBULLYING**

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments on someone's blog or social networking site (e.g., Instagram or Facebook).
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators or strangers.
- Sending abusive comments while playing interactive games.
- Recording and distributing media with the intent to manipulate or embarrass others.

## Device Security

### **Filtering at School**

Garland ISD maintains Internet filtering for all campuses, but the reality of ever-changing technology is that unanticipated content may be available at points in time.

### **Filtering at Home**

Garland ISD will attempt to filter access outside of the school; however, parents should still monitor students' Internet activities.

## Lost, Stolen, or Damaged Equipment

### **Repairs**

Unexpected problems may occur that are not the fault of the user such as manufacturing defects or hardware or software failures. When a device malfunctions, the student is responsible for reporting the problem to the campus iTech by visiting the Ready 1:1 Support Center or using the online support form. The Garland ISD Technology department will take responsibility for repairs or acquiring replacement devices when hardware or software problems are not the result of misuse or negligent care.

### **Damaged Devices**

If a student's device is damaged or broken, the student will be assessed a repair fee of \$50 [\$25 for students who qualify for reduced lunches and \$10 for students who qualify for free lunches]. The student must return the damaged device to the iTech at the Ready 1:1 Support Center, and the repair fee must be paid prior to being issued a replacement device.

### **Lost/Stolen Equipment**

If a student's device is lost or stolen during the school day, the incident must be reported immediately to the campus iTech. If the device cannot be located through network monitoring systems, the iTech will contact the 1:1 Recovery Technician so that a police report can be filed.

If a student's device is lost or stolen outside of the school day (nights, weekends, holidays, summer), the incident must be reported immediately to the Garland ISD Security Department Dispatch office at 972.494.8911; staff are available 24 hours per day, seven days a week. A police report must be provided.

A \$50 replacement fee [\$25 for students who qualify for reduced lunches and \$10 for students who qualify for free lunches] must be paid prior to the issuance of a replacement device.

## **Misconduct**

If the Superintendent or his designee, at his or her sole discretion, investigates and finds that there is substantial evidence that the iPad was damaged, lost or stolen due to criminal misconduct by a student, the student will be responsible for full reimbursement of the cost of the repair or replacement of the iPad. The Superintendent or his designee will also determine whether a student should continue to participate in the program based on the student's experience with loss and damage.

Ready 1:1  
Student/Parent Handbook Agreement

**Student** – I have read, understand, and agree to abide by the Ready 1:1 Student/Parent Handbook and the Garland ISD policies related to acceptable use of Garland ISD issued iPads. I further understand that any violation of the guidelines and policies above is prohibited. Should I commit any violation, I may not be able to participate in the 1:1 program.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian** – As the parent or guardian of this student, I have read and understand the Ready 1:1 Student/Parent Handbook. I understand that access to this device is designed for educational purposes. The school district has taken precautions to filter/eliminate controversial materials while students are on or off the Garland ISD campus. I understand it is my responsibility to supervise and monitor my child’s usage when my child is not in a school setting. I hereby give permission to issue an account and device for my child and certify that the information contained on this form is correct.

I understand that if my child’s iPad is lost or stolen I may incur a replacement charge. If my child’s iPad is damaged, I may incur a repair charge.

I agree to allow my student to participate in the GISD Ready 1:1 iPad Program:

YES \_\_\_ NO\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_