

Garland ISD
Ready 1:1 High School
Student/Parent Handbook

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Overview

The goal of Garland ISD's Ready 1:1 initiative is to empower our students so they graduate with the skills and knowledge needed 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. Students who choose to participate in the program will have the opportunity to develop skills to better compete and individualize their instruction. An annual non-refundable maintenance fee of \$25 or less will be assessed based on the student's lunch fee status. In 2019-20 School year, all freshmen and sophomores will receive a Chromebook and all juniors and seniors will receive an iPad.

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

Garland ISD's policy is 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 in the Skyward, you are acknowledging that you understand and accept the information in this document.

Garland ISD students and families are agreeing to the following:

- All students are allowed to access electronic resources unless the school is notified in writing by the guardian/parent.
- All users of the Garland ISD network and equipment must comply at all times with the Garland ISD [Acceptable Use Policy](#)
- Devices are on loan to students and remain the property of Garland ISD. Devices will be distributed to students who pay the maintenance fee to participate in the program.
- All users are accountable to school, district, local, state and federal laws.
- All use of the Garland ISD technology network must support education.
- Student and families should follow all guidelines set forth in this document.
- All rules and guidelines are in effect before, during and after school hours, for all Garland ISD devices on or off the campus.
- 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.
- The terms "equipment" and "technology" refer to any computing device and associated power cord/chargers and cases. The expectations of care for this equipment can be equated to those of a textbook or school-issued calculator. They must be handled with care and protected from damage.

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- Students are expected to keep equipment in good condition. Failure to do so will result in consequences deemed appropriate by campus administration.
- Students with assigned iPads will use and carry it in the protective case provided. Students with Chromebooks will protect it from damage and theft.
- The student device warranty will cover normal wear and tear along with other damage that might occur during normal use of the device.
- Students are expected to report any damage to a device as soon as possible, no later than the next school day.
- Students who identify or know about a security problem are expected to report the details to a teacher or administrator without discussing the matter with other students.
- 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.
- All users are expected to follow existing copyright laws and educational fair use policies.
- Students will be provided district-managed usernames and passwords. Students may not share their passwords with other students.
- Student may not loan device components to other students for any reason. Students who do so are responsible for any lost or damaged components.
- 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.
- All students have access to network/cloud storage.
- 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.
- Garland ISD reserves the right to collect the equipment at any time.

Parent / Guardian Responsibilities

There are several responsibilities assumed by the parent/guardian as outlined below.

Sign the Student / Parent iPad/Chromebook Agreement

In order for a student to be allowed to take a device home, the student and a parent/guardian must pay the maintenance fee and sign the Student/Parent Ready 1:1 Agreement available through the Skyward student system.

Supervise Student Participation

The parent/guardian is responsible for ensuring that:

- Student brings device to school every day.
- Student notifies school of loss or damage following the appropriate procedures.

Monitor Student Use

The parent/guardian must agree to monitor student use of the device 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 the following:

- Be aware that Internet content will be filtered by Garland ISD systems and policies while devices are attached to networks outside the school.
- Develop a set of rules/expectations for use at home.
- Only allow device use in common rooms of the home (e.g. living room or kitchen), not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that your student show you his or her work often.

Student Responsibilities and Guidelines

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

Students will receive device-related training at the time the device is issued and on a continuing basis within the curriculum. Below are topics that will be covered with students:

Responsible Use Overview

General Guidelines

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be school appropriate

Security Reminders

Secure use of technology requires that students:

- Do not share logins or passwords
- Do not harass others, hack, bring in viruses, or change others' files
- Follow Internet safety guidelines

Activities Requiring Teacher Permission

To maintain focus on instruction in the classroom, students must have permission to:

- Use headphones in class
- Play games, music or videos
- Engage in activity not focused on class lessons

Inappropriate Content

All files must be school appropriate; it is inappropriate to possess materials containing explicit or implicit references such as:

- Alcohol, tobacco or drugs
- Gangs
- Obscene languages or nudity
- Bullying or harassment

Device Use, Care and Classroom Routines

Lockers

- The device should be stored on top of all locker contents.
- Never pile anything on top of the device.
- Lockers should be secured any time that the device is being stored there.
- iPads should always remain in district-issued protective cases.

Hallways

- Properly secure the device while carrying it.
- Never leave the device unsecured and unattended.
- Lock the device before changing classes.

Classroom Habits

- Follow all directions given by the teacher.
- Lock the device before walking away from it.
- Handle the device with care.

Care of Devices at Home

- Charge the device fully every night.
- Carefully engage/disengage the charging unit to prevent damage.
- Use the device in a common room of the home and with parent permission.
- Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Pets
 - Small children

Traveling to and From School

- Completely turn off device before traveling.
- Do not leave the device in plain sight in a vehicle.
- Place the device in the backpack for safe travel.

Prohibited Actions

Students are prohibited from the following:

- Trading devices with other students at school.
- Trading, selling, or exchanging devices with any parties outside the campus.
- Putting stickers or additional markings on the device, case, or power chargers
- 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.
- Using the device camera to take pictures in locations or situations that do not respect the privacy of others, e.q. (restrooms or locker rooms)

Troubleshooting & Support

Cloud Storage

With Garland ISD managed accounts, students will be provided cloud storage through Google Drive and iCloud accounts. Students must always keep account information private and secure. 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 is to turn in an on-line student support ticket. 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 the following:

- 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 device 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 will 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, USC*)

Technology Discipline

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

- Email, instant messaging, Internet surfing, computer games
 - This includes making use of digital resources in a manner that disrupts the use of the network by others or attempting to bypass the district's security or Internet filter.
 - Students may not use electronic resources for individual profit or gain, for product advertisement, for political action or political activities, or for excessive personal use.
- Damaging, defacing, or endangering the device and/or accessories
 - It is a violation of the AUP to remove the iPad from the protective case or remove GISD barcode stickers from the district owned device.
- Using an electronic resource account authorized for another person
- Cyber-bullying
- Using inappropriate language
- Accessing inappropriate images, files, materials, and/or any app or content that would compromise the integrity of the network
 - Attempting to delete browser history to conceal internet patterns is a direct violation of the AUP. Modification to the district browser settings or any other configurations designed to avoid being blocked from inappropriate content or to conceal Internet activity will result in an AUP violation. *Note: Each student device's browser history is recorded by the district firewall whether the device is used in or out of district.*
 - Unauthorized downloading or installation of software is prohibited. Students may download district-approved apps solely from the Self Service application.

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 personal 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.
- Sending abusive comments while playing interactive games.
- Recording and distributing media with the intent to manipulate or embarrass others.

Fees

Ready 1:1 Maintenance Fees

An annual non-refundable fee of \$25 or less will be assessed based on the student's lunch fee status. Students qualifying for free or reduced lunch will pay a reduced amount. Paying this fee online in Skyward is highly encouraged.

- Full fee \$25
- Reduced Lunch Fee = \$15
- Free Lunch = \$0

Optional Payment Plan

Students may elect to pay a \$10 deposit and \$5 each six weeks until the full maintenance fee is paid.

Lost or Damaged Device Fees

- Damaged Device
 - Accidental = No Fee
 - Negligent = Full repair or replacement cost
- Lost/Stolen Device
 - With police report filed = \$0
 - With no police report filed = Full replacement cost
- Full Replacement Costs
 - iPad: \$350
 - Chromebook: \$219

Lost or Damaged Parts

Students are issued parts associated with each device. Students are responsible for repair or replacement of all lost or damaged parts.

Device Security

Filtering at School

Garland ISD maintains Internet filtering for all campuses.

Filtering at Home

Internet access on networks outside of school will be filtered by Garland ISD, but parents should still monitor students' Internet activities.

Damaged Equipment

Repairs

The maintenance fee covers the device only. The district will cover all costs for accidental breakage and loss of the device provided a police report is filed.

The cable and power adapter are covered ONLY if they stop working due to normal wear and tear.

Damaged Devices

If a student's device is damaged or broken, the student will **not** be assessed a repair fee for accidental damage. If the device damage is due to negligence full repair or replacement cost of the device must be paid. The student must return the damaged device to the iTech and the fee must be paid prior to being issued a replacement device.

Lost or Stolen Equipment

Lost 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 campus Security Resource Officer (SRO) so that a police report can be filed by the student.

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.

If a police report is filed there will be no cost to the student. If no police report is filed full replacement cost of the device must be paid prior to the issuance of a replacement device.

Misconduct

The superintendent or designee, has the sole discretion to investigate and find that there is substantial evidence that the device was damaged, lost or stolen due to criminal misconduct by a student. If so, the student will be responsible for full reimbursement of the cost of the repair or replacement of the device. The superintendent or designee will also determine whether a student should continue to participate in the program based on the student's record of loss and/or damage.

Ready 1:1 Student/Parent Agreement

A device will be assigned to the student named below under the following conditions:

- This Ready 1:1 Student/Parent Agreement must be signed by both student and parent.
- The student must have a current Garland ISD Acceptable Use Policy (AUP) agreement on record. (See Student Code of Conduct.)
- Student and family acknowledge and consent to pay a \$25 non-refundable annual maintenance fee to participate in the Ready 1:1 program. The fee is not insurance. The fee is intended to sustain the program. The fee or \$10 deposit must be paid before the device will be issued.
- Use of this equipment is for educational purposes. Use for purposes otherwise or violations of the Garland ISD Acceptable Use Policy may result in loss of privileges to participate in the Ready 1:1 program and disciplinary action.
- Parents/guardians accept financial responsibility for costs related to damage due to purposeful action or gross negligence.
- In the event that the device is lost or stolen, the student and family must notify the district within five business days. The loss or theft must be reported to the campus iTech or GISD Security at (974.494.8911). In addition, if the device is stolen, a police report must be filed to document the theft.

Please acknowledge you have read and accept the terms of this handbook.

Student Name

Student ID#

School

Student Signature

Date

Parent Signature

Date