

**Loraine  
Independent School District**

**Student/Parent  
Laptop Handbook**



Student/Parent Laptop Handbook

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## Computer Specifications

You can find out more information about District issued laptops update to this student handbook at:

[www.loraine.esc14.net/technology\\_use\\_forms.htm](http://www.loraine.esc14.net/technology_use_forms.htm)

- Terms:** You will comply at all times with the Loraine School District's Parent/Student Laptop Handbook and Acceptable User Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession, effective immediately, and the District may repossess the property.
- Title:** Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.
- Loss or Damage:** If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. (Current fair market value is \$1,281.00 for the laptop)
- Repossession:** If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.
- Term of Agreement:** Your right to use and possession of the property terminates, no later than the last day of school year or upon notification of failure to comply with District policy, or withdrawal from the District.
- 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.

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**Use and Maintenance**

• In case of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.**

• If laptop is stolen and student reports the theft (by the next school day) and police filed a report, then the student will not be charged.

- **Student will be charged the Fair Market Value of the laptop if lost, deliberately damaged or vandalized.**  
(see Fair Market Value chart below)
- Seniors must clear all records and pay all fees before participating in graduation.
- Students/Parents are responsible for reasonable cost of repair for deliberately damaged laptops (see Repair Pricing chart – Page 3).

**Fair Market Value**

Age of Laptop Value

1 year or less \$ 500

2 years \$ 400

3 years \$ 300

4 years \$ 200

\* Original cost to the District is currently \$1,281.00

### Table of Estimated Repair Pricing

Repair Loss, Deliberate Damage, or Neglect Broken Screen (LCD).....	\$ 290
Keyboard.....	\$ 22
Power Adapter + Cord .....	\$ 25
Battery .....	\$ 40
Re-image of Hard Drive due to violation of Acceptable Use Policy.....	\$ 15
Abandonment Fee (if eventually found) .....	\$ 15
Approved Backpack or Laptop Case .....	\$ 25

The costs of any other parts needed for repairs will be based on manufacturer's current price list.

### Financial Hardships

Based on TEC 11.158, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instrument, [technology] and uniforms owned or rented by the district.

If this fee creates a financial hardship on the student or parent for repairing a laptop, please contact the campus administration about payment options.

Upon proof of financial hardship, the administration may elect to:

- Create a payment plan for the student to pay out fees over time
- Unpaid fees will put students on the Not-Clear list.

## **Use of Computers and Laptops on the Network**

Loraine ISD is committed to the importance of a student being able to continue with his work when his laptop is experiencing problems. To assist with this problem the District is providing the following:

### **Network Student Drives**

The students will have a network drive setup from their login. Students can save important items on this network drive, keeping a backup that they can access from anywhere on the network.

### **Classroom Computers**

The District has desktop computers in the classroom. These computers can be used by students if they do not have their laptop. They will be able to access their saved work on their network drive.

### **No Loaning or Borrowing Laptops**

Do NOT loan laptops or other equipment to other students.  
Do NOT borrow a laptop from another student.  
Do NOT share passwords or usernames with others.

### **Internet Safety**

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of district policy if they access these sites through proxies. Parents may want to restrict their home access. For more information about Internet safety go to [www.isafe.org](http://www.isafe.org).

### **General Laptop Rules Inappropriate Content**

- Inappropriate content will not be allowed on laptops.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- There is a \$15 reimaging charge to get rid of any of the above.

### **Sound**

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades. There is a \$15 reimaging charge to correct system files.

### **Music, Games, or Programs**

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- All software loaded on the system must be District approved.
- There is a \$15 reimaging charge to get rid of any unapproved software or files.

### **No Loaning or Borrowing Laptops**

- Do not loan laptops to other students.
- Do not borrow a laptop from another student.
- Do NOT share passwords or usernames.

### **Unauthorized Access**

(Board Policy CQ Local)

- Access to another persons account or computer without their consent or knowledge is considered hacking and is unacceptable.

### **Transporting Laptops**

- Laptops must be transported in an approved backpack or case.
- To prevent hard drive damage, laptops need to be shut down between classes.

### **Student Guidelines for Acceptable Use of Technology Resources**

These guidelines 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, electronic mail, local databases, CD-ROMs, digitized information, communications technologies and internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

#### **1. Expectations**

- a. Student use of computers, other technology hardware, software and computer networks including the internet is only allowed when supervised or granted permission by a staff member.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District website.
- c. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

**2. Unacceptable conduct includes, but is not limited to the following:**

- a. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- f. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- g. Gaining unauthorized access anywhere on the network.
- h. Revealing the home address or phone number of one's self or another person.
- i. Invading the privacy of other individuals.
- j. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.

- k. Coaching, helping, observing or joining any unauthorized activity on the network.
- l. Forwarding/distributing E-mail messages without permission from the author.
- m. Posting anonymous messages or unlawful information on the system. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- o. Falsifying permission, authorization or identification documents.
- p. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- q. Knowingly placing a computer virus on a computer or network.

**3. Acceptable Use Guidelines - Loraine Independent School District Network (I-Net) Computer On-Line Services  
General Guidelines:**

- a. Students are responsible for their ethical and educational use of the computer on-line services at the Loraine Independent School District.
- b. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Loraine Independent School District.
- c. All policies and restrictions of the I-Net computer online services must be followed.
- d. Access to the Loraine Independent School District I-Net computer on-line services is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to the I-Net computer online services.

- e. The use of any I-Net computer on-line services at the Loraine Independent School District must be in support of education and research and in support of the educational goals and objectives of the Loraine Independent School District.
- f. Then placing, removing, or restricting access to specific databases or other I-Net computer on-line services, school officials shall apply the same criteria of educational suitability used for other education resources.
- g. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- h. Any attempt to alter data, the configuration of a computer, or the 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 LISD Student Code of Conduct booklet.
- i. Parents concerned with the I-Net computer on-line services at their child's school should refer to the EFA Local: *Instructional Resources: Instructional Material Selection and Adoption* policy and follow the stated procedure.
- j. Any parent wishing to restrict their children's access to any I-Net computer on-line services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

#### **4. Network Etiquette**

- A. Be polite.
- B. Use appropriate language.
- C. Do not reveal data (home address, phone number, or phone numbers of other people).

Remember that the other users of the I-Net computer on-line services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

### **E-Mail:**

- (1) E-mail should be used for educational or administrative purposes only.
- (2) E-mail transmissions, stored data, transmitted data, or any other use of the I-Net computer on-line services by students, employees or other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- (3) All e-mail and all contents are property of the District.

### **Consequences:**

The student in whose name a system account and/or computer hardware issued will be responsible at all times for its appropriate care and use.

Noncompliance with the guidelines published here in the Student Code of Conduct and in Board Policy CQ may result in suspension or termination of technology privileges and disciplinary actions.

Use or possession of hacking software is strictly prohibited and violators will be subject to Phase III consequence of the Code of Conduct. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution or disciplinary action by the District. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.

The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Texas Open Records Act; proper authorities will be given access to their content.

## **Student Code of Conduct – Misbehaviors & Consequences**

(The following is an excerpt from the Student Code of Conduct.)

### **Phase II Misbehaviors**

Phase II misbehaviors are more severe and/or more persistent than Phase I misbehaviors. The student's conduct infringes upon the rights of other students or adults. The student's conduct negatively impacts the educational efficiency of other students and the staff. The administrator who is working with the student shall invite the parents to participate in a conference in order to review Phase I procedures that have been attempted, to solicit their cooperation in changing the student's behavior, and to inform them of the serious consequences of persistent Phase II misbehaviors:

13. vandalism
14. theft
30. engaging in conduct that contains the element of breaching computer security under Section 33.02(b)(1) of the Texas Penal Code
31. violation of the Guideline for acceptable use of Technology Resources as outlined on pages 5-7, unless specified as a Phase II Misbehavior

### **Phase II Consequences**

Consequences of Phase II misbehaviors include, but are not limited to, the following:

1. any Phase I consequence or combination of consequence
2. in-school suspension
3. teacher removal from class
4. notification of outside agency and/or police with filing of charges when appropriate
5. behavioral contract
6. behavior improvement/parent involvement program
7. voluntary enrollment in a residential drug or alcohol rehabilitation/treatment program
8. \* out-of-school suspension
9. \* assignment to a discipline alternative education program from four to six weeks and notification of placement sent to

the juvenile justice system. Students involved with prohibited organization will be recommended for placement at the discipline alternative educational program (TEC 37.121)

- requires consideration is to be given, as a factor in a decision to order suspension, removal to a disciplinary alternative education program, or expulsion, to: (A) self-defense; (B) intent or lack of intent at the time the student engaged in the conduct; (C) a student's disciplinary history; or (D) a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Phase III Misbehaviors**

Phase III misbehaviors are such that the student has disrupted or threatens to disrupt the school's efficiency to such a degree that his/her presence is not acceptable. Common signs of Phase III misbehaviors include, but are not limited to, the following offenses committed on school property or within 300 feet of school property, or while attending a school sponsored or school related activity except as noted:

8. engages in conduct that contains the element of breaching computer security under Section 33.02 (B) (2-5) of the Texas Penal Code
9. use or possession of hacking software or any other software capable of causing harm

### **Phase III Consequences**

Consequences of Phase III misbehaviors include, but are not limited to, any of the following:

1. \* The consequences of Phase III misbehaviors 1-9 shall be assignment to a discipline alternative education program from four to six weeks and notification of placement sent to the juvenile justice system. Consequences for Phase III misbehaviors may also include the following:

1. Notification of police, with filing of charges when appropriate.

2. Permanent removal from the class of the teacher reporting the offense.

3. Voluntary enrollment in a residential drug or alcohol rehabilitation/treatment program.

4. Withdrawal of various privileges (computer access) requires consideration is to be given, as a factor in a decision to order suspension, removal to a disciplinary alternative education program, or expulsion, to: (A) self-defense; (B) intent or lack of intent at the time the student engaged in the conduct; (C) a student's disciplinary history; or (D) a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Texas Penal Code**

## **§33.02. Breach of Computer Security**

(a) A person commits an offense if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner.

(b) An offense under this section is a Class B misdemeanor unless in committing the offense the actor knowingly obtains a benefit, defrauds or harms another, or alters, damages, or deletes property, in which event the offense is:

(1) a Class A misdemeanor if the aggregate amount involved is less than \$1,500

(2) a state jail felony if

(A) the aggregate amount involved is \$1,500 or more but less than \$20,000; or

(B) the aggregate amount involved is less than \$1,500 and the defendant has been previously convicted two or more times of an offense under this chapter;

(3) a felony of the third degree if the aggregate amount involved is \$20,000 or more but less than \$100,000

(4) a felony of the second degree if the aggregate amount involved is \$100,00 or more but less than \$200,000; or

(5) a felony of the first degree if the aggregate amount involved is \$200,000 or more.

A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either or both sections.



## **Lorraine ISD**

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