

Hamlin Collegiate Independent School District



HAMLIN COLLEGIATE
INDEPENDENT SCHOOL DISTRICT

Student/Parent MacBook Handbook

2020 - 2021

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Introduction

Hamlin Collegiate ISD is pleased to offer our students access to an Apple MacBook computer. Hamlin Collegiate Jr/Sr High School has installed wireless access points throughout its facilities to provide numerous integration opportunities for on-line educational purposes. Hamlin Collegiate ISD strongly believes in providing a quality education which will form the basis for life-long learning for our students.

We ask the families of our students to consider obtaining an Internet connection at home to provide additional benefits for our students. We are working to identify Internet Service Providers who are offering low-cost or free Internet service for students and to identify appropriate Internet hot spots within our community for Internet access after school hours. Students may also use Hamlin Collegiate ISD's wireless network anytime from the parking lots of school facilities.

The MacBook will have many uses in a home without Internet access, but the student's ability to get full benefit from his/her MacBook will be much greater if Internet access is available. We hope that you share our excitement about the MacBook as an instructional tool for our students and teachers at Hamlin Collegiate Jr/Sr High School. The impact on teaching and learning will be enormous. Our students will gain access to up-to-date information and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for both higher education and the workforce. As with any new initiative, we will constantly strive to assess and improve our systems and devices to achieve the maximum benefit for our students. We are committed to this goal.

Terms of MacBook Possession and Usage:

The District has established a \$40 non-refundable annual usage fee for each MacBook to cover expected costs of non-warranted repairs. Upon receipt from the campus secretary of all required registration paperwork, the fee will be further discounted by \$10 per student, to \$30. For households with multiple students of Hamlin Collegiate Jr/Sr High School, an additional discount of \$5 will apply. While payment of the fee by students and/or their families is expected prior to delivery of the MacBook, arrangements may be made with the school's administrative office to pay the fee in installments. *[TEC 11.158 permits a school district to require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of items owned or rented by the district. If this fee creates a financial hardship on the student or parent which prevents them from obtaining a MacBook, please contact the campus administration about options regarding payment of the fee. The administration will provide payment options, including installment payments, and will allow the student to provide hardship qualification information to campus administration.]*

Students and their families will comply at all times with the Hamlin Collegiate ISD Parent/Student MacBook Handbook, the Acceptable Use Policy, and the MacBook Possession and Usage Agreement, incorporated herein by reference and made a part hereof for all intents and purposes. Any failure to comply with same may terminate your rights of possession and usage effective immediately, entitling the District to revoke all agreements, without refunds of any fees paid, and to immediately regain possession of the MacBook.

Title:

Legal title to the MacBook lies with the District and shall at all times remain with the District. When a student leaves the district, whether through graduation or transfer, the MacBook must be returned to the District no later than the student's last day of school.

Loss or Damage:

If the MacBook is accidentally damaged, you are responsible for the timely payment of reasonable cost of repair stated in the "Accidental Damage" section of the Estimated Repair Pricing Table in this handbook, as

determined by the District. If the MacBook is lost or stolen, you are responsible for the timely reimbursement to the District of the fair market value of the MacBook, as determined by the District, as of the date of said loss or theft. Loss or theft of the MacBook must be reported to the District by the next school day following the occurrence. Additionally, a police report **MUST** be filed by the student and/or a parent/guardian within 48 hours of the theft or loss, and a copy of the report provided to the District. The Estimated Repair Pricing Table is included at the end of this handbook. Seniors may not participate in graduation ceremonies unless the MacBook has been returned to the District and all fees for any necessary repairs have been paid. Notwithstanding any other provisions of this section, if the District determines, in its sole discretion, that the student or a member of his/her household deliberately damaged or vandalized the MacBook, you will be responsible for the timely payment of the **actual cost of repair or replacement** of the MacBook.

Term of Possession:

Your right to use and possess the MacBook terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Unlawful Appropriation:

Your failure to timely return the MacBook and your continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation under Section 31.03(b) of the Texas Penal Code.

MacBook Care and Use Guidelines

General Care of the MacBook

- Students are expected to treat their MacBook and case with care and respect. Do not remove the protective case except for cleaning. You will be reissued your same MacBook each year.
- Treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors or exposing it to extreme temperatures or weather, or using it with food, drink, or pets nearby. MacBooks should never be left in a vehicle, even if the car is locked, since temperatures in a vehicle often exceed temperatures outside the vehicle.
- Keep your MacBook closed and in "sleep" mode or powered off when transporting it. Keep it protected inside your backpack when transporting it. Additionally, protect your MacBook by unplugging the power supply and other peripherals when transporting. Cables and ports can be damaged by the weight of the MacBook even inside the backpack.
- Do not leave your MacBook in an unsecured area. An unlocked locker at school is **not** considered to be a secured area.
- No one outside of your immediate family should be allowed access to your MacBook.
- Protect the display by carefully closing the lid when moving the MacBook.
- The MacBook and its case are the property of Hamlin Collegiate ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the MacBook or its carrying case are a violation of the terms of possession and usage, and may result in loss of privileges and/or disciplinary consequences.
- Students should not use their MacBook while walking. Your MacBook should only be used on a flat, stable surface such as a table. Your MacBook can be fragile, and if it is dropped, it may break.
- Heavy objects such as books, musical instruments, and sports equipment should never be placed on top of your MacBook. The weight of such objects can damage the display and the case. Your MacBook should not be placed on or under soft items such as pillows, chair or sofa cushions, or blankets. These types of items restrict airflow around the MacBook and can cause it to overheat, damaging critical internal components.
- Remember, if the MacBook or its accessories are lost, stolen or damaged while in your possession, you will be responsible for the costs of replacement or repair.
- If your MacBook is damaged or not working properly, only authorized District personnel may repair the device. Do not attempt to repair the MacBook yourself. You are not authorized to allow any person or business to attempt to repair the MacBook. Any attempt to open a device will be recorded by the device and you will incur a \$200 fine.

Daily Preparation Tasks

- Recharge the MacBook battery every night.
- Bring the MacBook to school every day and have it ready to work at the beginning of each class.
- If you do not have permission to take your MacBook home, you may pick up your MacBook as instructed each morning, and you are required to return your MacBook as instructed at the end of each day.
- You will be allowed to recharge your MacBook each day during classes if the classroom has been setup for such recharging. ***Few classes will have this capability, so avoid any potential problems by charging your MacBook each night at home.***

For Your Own Safety and Security

DO NOT under any circumstances use another student's MacBook.

DO NOT under any circumstances allow another student to use your MacBook.

DO NOT under any circumstances share your username or password with another student.

DO NOT under any circumstances access, view, or store inappropriate material on your MacBook. Examples of such inappropriate material include but are in no way limited to pornography, gambling, terrorism, racial slurs, alcohol-, drug-, and gang-related materials, and inappropriate language. Please review the Acceptable Use Policy for further information and disciplinary consequences.

Classroom Assignments and Websites

Many teachers use Google Classroom to create and grade assignments. You may access Google Classroom to obtain, complete, and submit assignments. Additionally, your teacher may direct you to certain websites as part of their teaching curriculum.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. The District attempts to block all such sites while students are logged on to the District network. Students are in violation of District policy if they attempt to access such sites through other proxies or by use of virtual private networks (VPNs). Parents should oversee their student's home access to the Internet. You may wish to gather further information from one of these sources:

FBI Parent's Guide to Online Safety: <http://www.fbi.gov/publications/pguide/pguide.htm>

Internet Safety: <http://www.isafe.org>

NetSmartz: <http://www.netsmartz.org/netparents/.htm>

Common sense media: <http://www.commonsensemedia.org/advice---for---parents>

Use of Audio

Our classroom environments must be conducive to learning. Unless directed by your teacher, no audio files should be played using the speakers on your MacBook or using headphones, headsets, earbuds, AirPods, or other wired, WiFi-enabled or Bluetooth-enabled personal listening devices. While personal listening devices do not interrupt the general classroom environment, they may distract you from learning. Such distractions, whether actual or potential, are a violation of the District's Acceptable Use Policy.

Operating System and Software Security

The District has installed an operating system, software tools, and applications which facilitate both learning and the use of the Internet as a part of that learning. These files are essential to the safe and successful operation of your MacBook and must not be moved, edited, or deleted. You must not access areas of either memory or disk storage other than those available using the software tools and applications necessary for learning. Violating these rules could result in loss of classwork, which may affect your grades.

Student Downloads

All software, games, music, images, and other media which you download to your MacBook must meet the standards of appropriateness delineated in the District's Acceptable Use Policy. Campus administration is responsible for determining whether downloaded material complies with the policy.

We may block application installations at any time without notice for any reason. Generally, such downloads impact District bandwidth and can adversely affect the ability of other users to access the Internet. Streaming games and videos which are not a part of a classroom assignment can greatly impact District bandwidth and will likely be blocked. Open-source and/or commercial software installations may be blocked to prevent disk capacity issues, as well. Installations which violate copyright laws are not permitted.

The use of virtual private networks (VPNs) in an attempt to circumvent District blocking of sites or downloads is considered a violation of the District's Acceptable Use Policy.

Expectations

1. During the class period, use of your MacBook is only allowed when permitted by your teacher. Your teacher will also supervise and monitor your usage.
2. You are expected to use District technology during the instructional day for instructional purposes only. Unless approved by your teacher, access or posting to social networks or other non-instructional sites is not permitted.
3. You are expected to comply with existing copyright laws. Copyright guidelines are available on the District website.
4. Despite the District's best efforts, you may encounter a website containing inappropriate, dangerous, or threatening content, or content that makes you feel threatened or uncomfortable. You are expected to notify your teacher, the campus counselor, or campus administrator immediately about said website.
5. If you become aware of or discover a security problem, you are expected to convey the details of the problem to your teacher or campus administration without discussing it with other students.

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

1. 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.
2. Using the network for financial or commercial gain, advertising, or political lobbying.
3. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic or gang-related sites.
4. Using the network for social or other communications during the school day that has not been authorized by a teacher.
5. 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.
6. Causing congestion on the network or interfering with the work of others, e.g., chain letters, or broadcasting messages to lists or individuals.
7. Intentionally wasting finite resources, i.e., online time, real-time music.
8. Gaining unauthorized access anywhere on the network.
9. Revealing the home address or phone number of one's self or another.
10. Invading the privacy of other individuals.
11. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
12. Coaching, helping, observing or joining an unauthorized activity on the network.
13. Forwarding/distributing E-mail messages without permission from the author.
14. Posting anonymous messages or unlawful information on the system.
15. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
16. Falsifying permission, authorization or identification documents.

17. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
18. Knowingly placing a computer virus on a computer or network.

Network Etiquette

- Be polite.
- Use appropriate language.
- Do not reveal data (home address, phone number, or phone numbers of yourself or other people). Remember that the other users of the computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

Copyrighted Material

Copyrighted materials legally licensed to the District for use by its students and/or employees may not be copied or removed from your MacBook for use on equipment owned by others unless the license obtained by the District specifically grants rights for such use.

Copyrighted materials for which individual students or employees have obtained a license may not be installed or utilized on equipment owned by the District.

If any student or employee of the District acquires the legal license to use copyrighted materials for the District, it is the responsibility of the person acquiring the materials to notify the Technology Director of such acquisition, the date of the acquisition, the source from which the materials were acquired, and the number of copies legally permitted by such license. Failure to properly notify the Technology Director will result in all copies of the software being deleted from all District equipment.

School E-mail Account

Your school E-mail account should be used for educational or administrative purposes only.

All content of your school E-mail account, the content of your MacBook's internal storage, and any other records or products of use of your MacBook for online access by students, employees or any other users shall **not** be considered confidential and may be monitored at all times by designated staff to ensure appropriate use.

The contents of your school E-mail account and all contents of your MacBook are property of the District. Unauthorized use of another individual's user ID to send, receive, or read electronic mail is a violation of the District's Acceptable Use Policy.

Use of District E-mail accounts should **not** be provided to non-District employees or non-District students. Additionally, unauthorized alteration or deletion of E-mail content in an E-mail account that is not your own is a violation of the District's Acceptable Use Policy.

District E-mail accounts may **not** be used for any of the following purposes:

1. Sending chain E-mails;
2. Sending copies of documents in violation of copyright laws;
3. Forwarding E-mail messages that do not represent a legitimate district business purpose and/or forwarding messages under circumstances likely to lead to the embarrassment of the sender or that may violate the clearly expressed desire of the sender to restrict additional dissemination;
4. Sending restricted access messages mandated by federal, state, or district regulations to unauthorized receivers;
5. Sending or soliciting messages that are obscene, that harass, or that are sent to promote a political or personal agenda, which are not associated with the duties of a student or employee of the district. If the message is not appropriate to be seen on the evening news or in the newspapers, it should not be sent.

Internet Safety Tips for Parents

LOCATION:

- The MacBook should be set up in a central location in the home where parents can see it and monitor its use by students and household members.
- The display should face the middle of the room, not away from the middle.
- If your student takes his/her MacBook to other friends' homes, you should discuss monitoring online access with the other parents.

MONITORING USAGE:

- Spend time with your children online. Have them show you their favorite online destinations.
- Monitor your child's computer use. Limit time spent online.
- Make sure you know where your child is going online, where he/she has been and with whom.
- Closely monitor your child's participation in any chat room.
- Make sure you thoroughly understand how your children are using their MacBook, what websites they are visiting, and who they are communicating with online.
- Always maintain access to your child's online account and randomly check his/her E-mail and browsing history. Be upfront with them about your access and why you are monitoring their usage.
- Communicate with your child about your expectations and what you consider appropriate for him/her while online.

Online tips to discuss with your student:

1. Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
2. Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure (<https://> in the website address is one indicator that data passing between your MacBook and their system is encrypted.)
3. Never share passwords with anyone, even a friend. When selecting passwords, do not use words, phrases, or number that others might know or be able to determine. Never use "password" as your password.
4. Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; for instance, Sally, who says she's 12, can in actuality be Bob, who is 45.
5. Never open E-mails if you do not recognize the sender or if they make you feel uncomfortable in any way. Unsolicited E-mail that is opened can upload viruses and malware and also lead to unwanted E-mails (spam).
6. Never click website links (hyperlinks) contained in an E-mail from someone you don't know.
7. Never download or open attachments in E-mails from someone you don't know.
8. Never click on banner ads on a website. They may add your E-mail address to a database and you will start receiving unwanted E-mails (spam).
9. Never use bad language or send E-mails containing mean or threatening language. Never joke around about inappropriate things when E-mailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
10. Never upload or post photos of yourself or your friends/family to the Internet or E-mail people you do not personally know.

Table of *Estimated* Repair Pricing

(subject to change to adjust to market prices at the discretion of the Technology Director)

Description of Non-Warranty Repair/Replacement	Accidental Damage	Price increase for each additional incident	Deliberate / Negligent Damage
Broken display (LCD)	\$ 200	+ \$25	Actual cost of Repair/Replacement
Damaged Keyboard	\$ 200	+ \$25	Actual cost of Repair/Replacement
Damaged / Lost Power Supply	\$ 75	+ \$10	Actual cost of Repair/Replacement
Damaged / Lost MacBook Cover	\$ 25	+ \$5	Actual cost of Repair/Replacement
Fee to wipe and restore drives (virus, etc)	\$ 20	--	Actual cost of Repair/Replacement
Spill damage to motherboard	\$ 300	+ \$75	Actual cost of Repair/Replacement
Lost Power Extension Cable	\$ 10	+ \$5	Actual cost of Repair/Replacement
Lost Backpack (if issued by HCISD)	\$ 30	Actual cost of Repair/Replacement	Actual cost of Repair/Replacement
Lost/Destroyed MacBook	\$300	Actual cost of Repair/Replacement	Actual cost of Repair/Replacement
Theft	\$ 300	Actual cost of Repair/Replacement	Actual cost of Repair/Replacement
Cleaning fee for removal of stickers, excessive markings, etching, etc.	Variable, depending on damage	Variable, depending on damage	Variable, depends on damage
Other minor/major damage	Variable, depending on damage	Variable, depending on damage	Variable, depends on damage

