



RUSK ISD STUDENT DEVICE HANDBOOK

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Rusk ISD Student Device Handbook

ISSUING OF DEVICES

iPads will be issued to students in PK through 1st grade. Chromebooks will be distributed to students in 2nd through 12th grade. Devices are due upon checking out of school or at the end of the school year.

TAKING CARE OF YOUR DEVICE

Students are responsible for the care of their device they have been issued by the school. Devices that are broken or fail to work properly should be reported to the student's campus. Never try to repair the device yourself or have someone outside the district work on the device. This could void the warranty and cause you to incur charges.

GENERAL PRECAUTIONS

- No food or drink is allowed next to your device. Spills can incur costly repairs.
- Cords, cable, and removable storage must be inserted and removed carefully.
- Devices must remain free of any writing or drawing that are not the property of Rusk ISD.
- Devices must never be left unsupervised ANYWHERE.
- Students should NEVER carry their Chromebook while the screen is open.
- Never carry your Chromebook by the screen.
- Chromebooks should be closed and turned off when not in use to conserve battery life.

SCREEN CARE

Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage and costly repair fees, please adhere to the following rules:

- Do not place anything near the device that could put pressure on the screen.
- Keep all objects (pens, pencils, etc.) off the screen.
- Clean the screen only with a soft, dry microfiber cloth.
- Do not use Windex or other harsh chemicals to clean the screen.
- Do not place anything on the keyboard before closing the lid.
- Do not lean on the top of the Chromebook when it is closed.

USING YOUR DEVICE AT HOME

Device use will be filtered and monitored both on and off campus using a district-owned management software. It is recommended that parents/guardians set limits for their student's use of the device while at home and monitor use. Extra care should be taken at home not to leave the device or any accessories within reach of pets, siblings, or other family members who should not have access to the device and could damage it.

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

You are being given access to the District's technology resources, meaning electronic communication systems, internet access and electronic equipment which may include an e-mail account for educational use.

The purpose of the Rusk ISD technology, network, internet access, and communication services are to promote excellence in Rusk schools by facilitating resource sharing, innovation, and communication.

As a user of the District's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. Students will participate in an age appropriate internet safety course in accordance with the federal Children's Internet Protection Act (CIPA). The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

With this educational opportunity comes responsibility. It is important that you read the applicable District policy, Device Handbook, and Device Agreement form and contact the Rusk ISD Technology Director, at 903- 683-2502 if you have questions. Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

RULES FOR APPROPRIATE USE

- Students in grades PK – 12 will be assigned an individual account for hardware and internet access, and you are responsible for keeping the password confidential and not share it with other students. Student in grades PK – 5th will not be assigned an email. Students in grades 6th – 12th will have access to a google email. All student accounts will allow students to participate in google apps (excluding email for grades PK-5).
- The account is to be used mainly for educational purposes, but some limited personal use is permitted if the use imposes no tangible cost to the district, does not unduly burden the District's computer or network resources, and has no adverse effect on your academic achievement.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.
- Users must purge electronic record in accordance with established retention guidelines.
- You will always be held responsible for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- You are responsible for notifying a staff member if you have identified a security problem on the network.
- Your use of network resources must be efficient, legal and ethical. You are responsible for transporting your device from home to school.
- You are responsible for following all care guidelines outlined in the RISD Student Device Handbook.
- Follow all Acceptable use policies according to RISD AUP agreement.
- DO NOT add any stickers or markings directly onto the device.
- DO NOT damage devices. Anyone defacing a device by marking, writing, tearing or unnecessarily soiling in it, will be held responsible [Education Code §48904 (a) (1)].

INAPPROPRIATE USES

- Using the resources for any illegal purpose.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone's account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.

- Using resources to engage in conduct that harasses or bullies (cyber bullying) others.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself or others, such as addresses and phone numbers.
- Responding to requests for personally identifying information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.
- Posting or transmitting pictures of other students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.
- Using the network for monetary gain or political lobbying
- Accessing material that has been deemed inappropriate for school use
- Using wireless devices not provided by Rusk ISD without prior permission from proper administrative personnel.
- Any attempt to violate the Student User Agreement may result in disciplinary action regardless of the success or failure of the attempt.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

REPORTING VIOLATIONS

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines to a supervising teacher or the technology director.
- You must report any requests for personally identifying information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually

oriented, threatening, harassing, damaging to another's reputation, or illegal to a supervising teacher or the technology director.

INTELLECTUAL PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's electronic communications system. The right to use such properties will be shared by both the student and the District.

INTERACTIVE AUDIO/VIDEO WAIVER

RISD users understand that in an interactive television environment, including but not limited to, distance learning, virtual field trips, and video conferencing by voice, physical presence, and participation in activities will be transmitted to distance sites. RISD users hereby agree that their voice, presence, and participation in these activities will not be in violation of their personal rights and hereby release any claims for the use of such during the durations of the interactive television activity.

ETIQUETTE

Be polite; messages typed in capital letters are the equivalent of shouting and are considered rude.

Be considerate when sending email attachments by considering whether the file may be too large to be accommodated by the recipient's technology resources or may be in a format unreadable by the recipient.

Do not use the District's technology resources in such a way that would disrupt use for others.

DISCLAIMER AND LIMITATION OF LIABILITY

Access to the Internet is provided on an "as is, as available" basis. The District, its Board, agents, and staff members make no representations or warranties, whether expressed or implied, of any kind with respect to the Internet services to be provided by the District, or any information or software accessed or received by the applicant or contacts made by the applicant, and disclaims any implied warranties, including any implied warranties of merchantability or fitness for a particular purpose. The system administrators and the District do not warrant that the functions or services performed by, or the information or software contained on the system will meet the user's requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected.

The District will not be responsible to users or liable for any claims, losses, or damages suffered as a result of these terms and conditions or users' access to Internet service providers (ISPs), including without limitation, any losses, claims, or damages arising from the District's negligence or the users' own errors or omissions. The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or costs incurred by users. The user agrees that this limitation is intended to and does release the District from any claims, damages, or losses that may occur out of the use of this system. Use of any information obtained via a user's connection to the Internet via the District system is at the user's own risk.

The District specifically denies any responsibility for the accuracy or quality of information obtained through this service.

APPLICATIONS OF TERMS AND CONDITIONS

All terms and conditions as stated in this document are applicable to the applicant's use of the Internet through the District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Texas and the United States of America.

APPEAL

Decisions under this policy may be appealed to the Board in accordance with policies FNG(Local).

Rusk Independent School District AUP Agreement

Student Agreement for Acceptable Use of the District’s Technology Resources

STUDENT account user:

I understand and will abide by Rusk Independent School District's Student Agreement for Acceptable Use of the District’s Technology Resources. I further understand that any violation of the regulations and guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges can be revoked. In addition, school disciplinary action and/or appropriate legal action may be taken. I understand that my computer use is not private and the District can monitor my activity on the system. I have read the Student Agreement for Acceptable Use and I understand its significance, and voluntarily agree to comply with all terms and conditions therein.

Date	Student's Name (please print)	Student's Signature	Grad. Year
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PARENT OR GUARDIAN of student user:

Part I – Acknowledgement of Student Use of the District Technology Resources

As the parent or guardian of the above student, I have read and understand the Rusk Independent School District’s Student Agreement for Acceptable Use of the District’s Technology Resources I understand that this access/use is designed for educational purposes. I understand that violation of these provisions may result in suspension or revocation of access to the District’s technology resources. In consideration for the privilege of my child using the District’s technology resources, meaning electronic communication systems, internet access and electronic equipment which may include an e-mail account for educational use, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use, or inability to use these resources, including, without limitation, the type of damage identified in the District’s policy.

Part II – Release for Electronic Display of Original Work on campus and/or District web site

Should my child’s project/work be chosen for publication:

I give permission for my child's project/work to be displayed online including but not limited to campus and/or District's web site and campus and/or District social media accounts such as Facebook, Instagram, and Twitter.

No, I **DO NOT** give permission for my child's project/work to be displayed online including but not limited to campus and/or District's web site and campus and/or District social media accounts such as Facebook, Instagram, and Twitter.

Part III – Release for the Electronic Display of Personal Information on campus and /or District web site

Personal information may include student’s picture, voice, video and/or name (First name or First name last initial only).

I give permission for my child's picture, voice, video and/or name (First name or First name last initial only) to be displayed online including but not limited to campus and/or District's web site and campus and/or District social media accounts such as Facebook, Instagram, and Twitter.

No, I **DO NOT** give permission for my child's picture, voice, video and/or name to be displayed online including but not limited to campus and/or District's web site and campus and/or District social media accounts such as Facebook, Instagram, and Twitter.

Signature of Student _____

Signature of Parent or Guardian: _____ Date: _____

Printed Name of Parent or Guardian _____

STUDENT DEVICE CHECKOUT AGREEMENT

Print Student Name: _____

Rusk ISD may provide devices to students enrolled in its schools. The District understands the need for students to have access to proper learning materials while on campus and at home. Rusk ISD loans its students devices with no deposit required and expects these devices to be returned to the District in good condition.

Rusk ISD offers a \$25 insurance fee that will cover the cost of the device in the event the device is lost, stolen, damaged, or defaced. If you elect insurance coverage cash or check payments are acceptable. Make checks payable to Rusk ISD.

If students/guardians opt out of the \$25 insurance fee devices that are lost, stolen, damaged, or defaced will result in a demand for payment (see table below). During the time that outstanding fees remain uncollected, and after due process has been afforded, grades, transcript, report cards, and other school privileges may be withheld. If payment becomes necessary, and full payment cannot be made at once, a payment plan may be offered by RISD.

Damage Fees

IPad Full Replacement \$479

Chromebook Full Replacement \$400

Power Adapter Replacement \$30

Hot Spot Replacement \$100

Keyboard Repair or Keyboard/Trackpad Replacement \$90

Screen Replacement \$100

Casing/Housing Replacement (top section only) \$90

This policy has been implemented to ensure that the public resources provided to the District are used efficiently and effectively and to ensure that all students have the instructional materials they need. If you have any questions concerning devices, please contact your school within ten (10) days of receipt of this notice. Devices are due upon checking out of school, or at the end of the school year.

By signing below, I understand that I am responsible for damages to the device(s) checked out to my student. I will cover these damages by:

{ } I will pay the \$25 fee as Insurance coverage for my student's device.

{ } I decline to pay the \$25 Insurance fee and am responsible for all damage costs as charged by the district.

All students will be issued a device for use at home and/or school. Rusk ISD will not provide technical support for a student-owned device.

I have read the Rusk ISD Student Device Handbook and by signing below I understand that I am responsible for following the guidelines in the handbook.

Parent/Guardian or Student (if 18 years or older) Signature _____

Date: _____