

Port Neches-Groves ISD
620 Avenue C
Port Neches, TX 77651
2011-2012

Dear Parent/Guardian,

PNGISD is pleased to provide laptops for high school and middle school students for the 2011-2012 school year. Grades 9-12 students will be allowed to take their laptop home after school on weekdays, weekends, and holidays with parent consent. Laptops will not be taken home during the summer. These laptops are to be used by the student for learning purposes only. Please note the following conditions of the program:

- 9th, 10th, 11th, and 12th grade students will be allowed to bring their assigned laptops off campus if guardian will sign and return the laptop agreement.
- If a laptop is lost or stolen, you are responsible for the replacement cost.
- Laptops that are not returned when a student checks out of school will be considered stolen. Theft charges will be filed.
- There is an Internet filter loaded on each laptop that will filter content at school and limited internet filtering at home. However, parents are responsible for monitoring student laptop use at home.
- There are fines associated with damaging the laptop. These fines are listed in the Student Laptop Handbook.

Once the agreement is signed and the laptop is issued to a student, the laptop will stay with them for the remainder of the school year or until they withdraw from school. Students in grades 9-12 will be responsible for bringing the laptop to school with them, taking it home with them at the end of the day, and charging it for use before the next day. It is important to note that these units stay with the students and are never to be left unsupervised.

The Student Laptop Handbook is available on our campus webpage and a copy will be available in the school office. Please review this Student Laptop Handbook with your student. Be sure that both you and your student understand the guidelines for this program, and select one of the following participation levels:

Parents of 9th – 12th Grade Students: Complete this section.

My child **will participate** in the PN-GISD laptop program. I have reviewed a copy of the Student Laptop Handbook, and I understand the conditions of the program. I give permission for my child to receive a laptop and bring the laptop home with him/her.

My child **will not participate** in the PN-GISD laptop program, I have reviewed a copy of the Student Laptop Handbook, and I understand the conditions of the program. However, I do not want my child to receive a laptop.

Signature of Parent/Guardian Date

Printed Name of Student Grade

Signature of Student Date

Port Neches-Groves ISD 2011-2012 Student Laptop Handbook

TERMS OF THE LAPTOP PROGRAM

- Terms:** Students must clear all technology-related financial obligations in 30 days. If not, students will be billed for the full cost of the repairs rather than fees only. The district/campus will set up a payment plan to clear fines, if needed.
- Acceptable Use:** You will comply at all times with the Port Neches-Groves ISD Acceptable Use Guidelines and the Parent/Student Agreement Form which you and your parents have signed. Any failure to comply ends your rights of possession effective immediately. Acceptable use guidelines can be found at www.pngisd.org under the Departments / Technology link.
- Liability:** If the laptop is not returned or is damaged, you are responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed and provided to the campus principal or designee. In all cases (lost or stolen), you are responsible for the replacement cost. Laptops that are not returned will be considered stolen and the district will file theft charges.
- Repossession:** PNGISD has the right to repossess the laptop(s) at any time.
- Scheduled Evaluations:** Spot inspections of the laptops will occur regularly. Students with damaged laptops who fail to report the damage will be subject to fines and to disciplinary actions in accordance with the Student Code of Conduct.

LAPTOP RULES AND REGULATIONS

Student Responsibilities

- Students are responsible at all times for proper laptop use. Misuse of the unit will result in disciplinary actions in accordance with the Student Code of Conduct.
- Students may only log in under their assigned username. Students may not share their password with other students.
- All laptop components are to be transported in the **school-provided protective covering at all times.**
- Students may not loan their laptop or laptop components to other students ***for any reason.*** Students who do so are responsible for any loss or damage to components or any fees or fines that result from the loan.
- Students are responsible for charging and maintaining batteries in laptop daily.
- Nothing can be saved to the C:\ drive on the laptop. All work must be saved to a flash drive or the network folder.
- Laptops come with a standardized image already loaded. These images may not be altered or changed in any way.
- Files stored in the student's folder on the network are backed up daily. **However, it is the responsibility of the student to back up files stored in other locations.**

- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop and will be reviewed periodically.
- **DO NOT** leave the power cord plugged into the laptop while in the laptop bag when not in use.
- No food or drink around laptops.
- Students may not draw, write, paint, or apply stickers or decals on the laptop nor the district-provided protective case. Doing so will be considered vandalism and the student will be responsible for the full cost of the repair/replacement. The only identification tag/label that may be applied to the laptop or the protective case will be supplied by the district.
- All power chargers are assigned by serial numbers. If a charger is turned in that does not match the database, it will not be accepted and students are responsible for the replacement cost. Students cannot supply a replacement power charger. Chargers must be purchased through the school.
- If a laptop is deemed intentionally damaged, the student is responsible for the full cost of the repair.
- The *Table of Fees, Fines, & Repair Costs* outlined on page 5 are in effect for the first 3 damage occurrences. The student will be responsible for the full cost of repairs after the third incident.
- Do not delete any files that you did not create.

Stolen Laptops

- Stolen laptops must be reported both to the police and the campus principal or designee within 48 hours. If not, the full cost of replacing the unit rests with the student.
- The student/parent must provide a copy of the police report that demonstrates evidence of theft to the campus principal or designee within 3 days of filing the police report.

Screensavers

- Only wallpapers and screensavers provided with the laptop are allowed. All other wallpapers and screensavers are prohibited and will result in the clean up fee.
- Any presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols will result in disciplinary action and loss of laptop privileges.

Music, Games, Personal Pictures, or Programs

- All software must be district-provided software. Do not save or download any music, games, personal pictures, or programs to the hard drive of the laptop at any time for any reason. A re-imaging fee will be assessed if any of these are found on the laptops. In addition, students will be subject to disciplinary action.
- Standard games that are preloaded on the laptop are the only games allowed on the laptop. Non-instructional online games are NOT allowed at school or at home on the laptop.

Parental Responsibility

- Parents are responsible for monitoring student's use of the laptop at home at all times.
- Parents are responsible for reviewing the Acceptable Use Policy with their child(ren).

- All laptops contain a remote filter for use at home. However, no filter is as reliable as a parent. Parents, please remember that it is your responsibility to monitor student laptop use, especially Internet access, when at home.

Consequences

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

Noncompliance with the guidelines may result in suspension or termination of technology privileges as well as disciplinary actions in accordance with the Student Code of Conduct. Use or possession of hacking software is strictly prohibited and violators will be prosecuted to the full extent of the applicable state or federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, and will result in criminal prosecution and/or disciplinary action by PNGISD.

TABLE OF FEES, FINES, AND REPAIR COSTS

Students are expected to keep the laptops in good condition. Failure to do so will result in fines as specified below.

- All fines must be paid in full before laptops will be returned/reissued.
- In case of theft, a **police report must be filed and a copy provided to the Campus Principal or designee**. Students and parents will be responsible for the replacement cost of the laptop.
- Spot checks of laptops will occur regularly. Students who fail to report damage or abuse will be subject to fines and discipline.
- **“Three Strikes, You’re Out!”** After the third repair occurrence, you are responsible for the full repair cost (does not include normal wear and recurring technical issues).

Item	Cost
Lost/Damaged Identification Tag	\$ 5
Cracked Screen	\$50
Broken Lid/Latch	\$50
Broken Chassis	\$50
Water damage (spilled liquids)	\$50
Broken CD Drive/ Missing Cover	\$25
Broken Keyboard	\$25
Battery Damage	\$75
Re-Image Unit	\$25
Lost/Damaged Power Cord	\$50
Lost/Damaged Case	\$25
Clean up fee (wallpapers/screensavers)	\$25
Vandalism of Laptop or Case	Full cost of repair/replacement
Intentional Damage to Laptop or Case	Full cost of repair/replacement
Damage not identified above	\$50 hour/labor

LOAN OF COMPUTERS AND LAPTOPS

Port Neches-Groves ISD is committed to the importance of a student being able to continue with his/her work when a laptop is experiencing problems. To assist with this problem:

Network Student Drives

All students have a network folder for their use. Students can save important work in this folder. This will allow them to access needed material from anywhere on the network. Homework files should be saved to a flash drive for access at home.

Loaner Laptops

If a laptop is damaged, it will be repaired as quickly as possible. If available, a loaner laptop will be issued. However, the loaner laptop must be kept at school at all times. If the child needs use of the laptop outside of regular school hours, the student can come early or stay after school to use the laptop for school purposes.

LAPTOP SECURITY

Security software is installed on all laptops. We have tried to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Port Neches-Groves ISD system. Three primary forms of security exist:

Desktop Security: Security is in place on the desktop to prevent certain activities. These include downloading or installing software on the laptops, removing software, changing system settings, etc.

Filtering Software: Port Neches-Groves ISD maintains an Internet filtering software package on-site. This program automatically filters all student access to the Internet. In addition, there is filtering software installed on each laptop. Limited Internet filtering will run when the students are at home to will help ensure safe access to the Internet.

Antivirus Software: Port Neches-Groves ISD provides antivirus software on the student laptops.

The PNGISD Acceptable Use Policy can be found on the district website at www.pngisd.org under Departments / Technology.

LAPTOP DOs AND DON'Ts



DO

- Keep your laptop in a cool, dry area
- Set your laptop on a solid, steady surface
- Position your power cord out of the way so it is not easily tripped over
- Place your laptop in a secure location when it is not in use
- Store the laptop in its case at all times
- Carry the laptop with 2 hands
- Close the laptop before carrying it
- Walk slowly and carefully when carrying the laptop
- Place the laptop securely on the desk and not hanging over the edge of the desk or on a crack between two desks
- Make sure your hands are clean and dry before using the laptop
- Students....notify your teacher immediately if there is a problem with the laptop
- Save your documents on the designated network drive or flash drive
- Correctly shut down the laptop when finished
- Follow the district Acceptable Use Guidelines when using the laptop
- Touch the touch pad gently
- Between classes, close the lid and take it to the next class
- At the end of the day, properly shut down the laptop
- Be careful when inserting the power supply into your laptop
- Take your laptop with you in the event of a hurricane evacuation
- Carry your laptop in its protective case at all times, even when transitioning between classes

DON'T



- Leave your laptop in direct sunlight
- Place your laptop near other equipment that emits heat
- Eat or drink near the laptop
- Use your laptop near water or other liquids
- Rest your laptop on uneven, unsteady, or yielding surfaces
- Leave your laptop in an unlocked vehicle
- Place materials (including pencils/pens) between the keyboard and monitor for storage
- Leave your laptop unattended
- Touch the screen with your hand or any other object
- Lift the laptop by the monitor
- Change the settings on the computer
- Depend on a neoprene sleeve to protect your laptop
- Drop the bag containing your laptop...set it down carefully
- Leave the laptop or your bag containing the laptop in a location where others could step on it or throw their bags on it
- Leave your laptop in a high-risk location
- Mark your laptop or place stickers on your laptop
- Place your laptop on soft surfaces such as a blanket (prevents heat circulation)
- Pile heavy objects on it
- Overstuff your backpack if your laptop is in it
- Disassemble or attempt to repair your laptop yourself
- Place your laptop closer than 5 inches from any electrical appliance that generates a strong magnetic field (television, refrigerator, speaker, etc.)
- Leave your laptop so that it is visible in a vehicle...even a locked vehicle!