

Garland ISD

1:1 Technology Program Student/Parent Handbook

Table of Contents

Table of Contents	2
Overview	3
Parent / Guardian Responsibilities	5
Student Responsibilities and Guidelines	6
Troubleshooting & Support	8
Support	8
Cameras	8
Apps	8
Printing	8
Copyright and plagiarism	9
Technology Discipline	9
Examples of Unacceptable Use	10
Fees	11
Device Security	11
Damaged Equipment	12
Lost or Stolen Equipment	12
Ready 1:1 Student/Parent Agreement	13

Overview

The goal of Garland ISD's 1:1 Technology Program is to empower our students so they graduate with the skills and knowledge needed to be globally competitive, now and in the future. Our 1:1 Technology Program for PK-12th grade students is one way we support that goal.

1:1 technology is important for Garland ISD students. We believe that research indicates students are at an advantage when they have access to digital resources and tools. Students have the opportunity to develop skills to better compete and individualize their instruction. As part of the 1:1 Technology Program, students will be assigned devices according to grade level:

- PK-2nd grade students will be assigned an iPad to use while on campus
- 3rd-5th grade students will be assigned a Chromebook to use on campus
- 6th-9th grade students will be assigned a Chromebook to use on campus and at home

Garland ISD does not assess a yearly Technology fee as a standard practice for all students. However, the expectation by Garland ISD is for all student technology equipment to be maintained and returned in a good working condition. The 1:1 Technology Program is a privilege and with this opportunity comes responsibility for students and parents.

Garland ISD's policy is to maintain an environment that promotes ethical and responsible conduct with regard to all electronic resources and activities. By checking below, parents and students are acknowledging that you understand and accept the information in this 1:1 Technology Program Student/Parent Handbook.

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.
- All users are accountable to school, district, local, state, and federal laws.
- All use of the Garland ISD technology network must support education.
- Students 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", "technology", and "device" refer to any computing device, Chromebook, iPad, laptop, 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.

- Students are expected to keep equipment in good condition. Failure to do so will result in consequences deemed appropriate by campus administration.
- 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.
- Students 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 through Garland ISD's Google Workspace for Education subscription and/or Microsoft OneDrive for specific courses.
- Any failure to comply with the 1:1 Technology 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.

Damage and Loss Fees

- Students will protect district-owned technology equipment from damage and theft.
- Students and parents/guardians will be charged for damage or loss of their district-issued device.
- Damage fees may apply to a specific device part or the full replacement cost of the equipment.
- Loss fees will be charged at the discretion of campus leadership for the full replacement cost of the specific device model.
- Students who report their district-issued device was stolen must file a police report to prevent being assessed technology fees. If no police report is filed, the student will be charged at the discretion of campus leadership for the full replacement cost of the specific iPad or Chromebook model.
- During the time that outstanding technology fees remain uncollected, Garland ISD may withhold student records including, but not limited to, grades, schedules, transcripts, and/or report cards.
- If full payment cannot be made at one time, a payment plan may be offered by Garland ISD.
- Replacement power cables/adapters will be replaced ONLY if they stop working due to

normal wear and tear. The student must present the power cable/adaptor to receive a replacement.

- Students will be charged for lost power cables/adapters.
- iPad and Chromebook fees can be located on Garland ISD's [1:1 Technology Program](#) page.

Handling and Care

- Students are not permitted to alter the configuration or functionality of the device that has been established by GISD.
- Students are not permitted to tamper with the management profiles/settings on the device in any way. These are essential for device security and efficient administration of the device.
- Students must not leave the device unattended at any time while at school or must follow all school procedures for securing unattended devices when necessary (athletic activities, etc.). All the software that students will need for classes will be made available by the District.
- Students are not allowed to modify any software or the operating system in any way.
- Do not mark the device in any way with markers, stickers, etc.
- Each device is labeled with a Garland ISD inventory barcode sticker. Do not remove or cover this inventory barcode sticker.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the device.
- Do not close the device with any object between the keyboard and the screen.
- Always store your device in the closed position (not tablet mode).
- Do not leave your device unattended in a vehicle.
- Do not use your device near bodies of water or sand like a pool, lake, river, or beach.
- Do not leave your device outside or in other high or low-temperature environments.
- Do not eat or drink near the device. Damage due to spilled substances may not be deemed accidental and students will be responsible for full negligent repair costs.
- Make sure hands are clean before using the device – the glass screen should be regularly wiped clean with a dry clean soft cloth. A microfiber cloth is recommended but any soft cotton fabric will work.
- Please do NOT use commercial liquid or spray cleaners on the device screen.
- When the charging cable needs to be connected, be sure to line it up correctly when inserting and removing the charging end. Students are responsible for damage to the charging port or connector pin resulting from mishandling.

- Be careful when inserting or removing headphones from the audio jack. Breaking the audio jack is a major repair and may result in negligent damage fees.

Parent / Guardian Responsibilities

When students take their district-issued device home, there are several responsibilities assumed by the parent/guardian as outlined below.

Supervise Student Participation

The parent/guardian is responsible for ensuring that:

- The student brings their district-issued device to school every day.
- The device should be charged and ready for use at school.
- The student notifies the school of loss or damages 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 activities not focused on class lessons

Inappropriate Content

All files must be school appropriate. It is a violation of the [Acceptable Use Policy](#) to possess materials containing explicit or implicit references including, but not limited to:

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

Device Use, Care, and Classroom Routines

Storage of Devices

- Never stack anything on top of the device.
- The device should be stored on top of all locker contents.
- Lockers should be secured any time that the device is being stored there.

Transporting Devices

- Properly secure the device while carrying it in the hallways.
- Never leave the device unsecured and unattended.
- Securely carry the device between 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 the 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 or Microsoft OneDrive for certain courses. 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

If you are unable to resolve issues with your device, the next step is to submit an online [TechHelp student support ticket](#). This support ticket will be routed to the campus technology 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 but are not limited to 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 log in to a cloud account and save the project, then log in to a campus PC and print from the cloud account.

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 technology staff or by submitting a [TechHelp student support ticket](#). If the device cannot be located through network monitoring systems, the technology staff 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. Garland ISD Security staff are available 24 hours per day, seven days a week.

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

Misconduct

The campus principal 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 campus principal 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.