Klein ISD
Student Tablet PC
Handbook

July 2017

Table of Contents

*Accidental Damage and Protection Coverage

Handbook Overview

This handbook is intended to provide essential information about the use of student Tablet PC computers issued by Klein ISD. The one-to-one student and teacher Tablet PC program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook:

- Klein ISD issues Tablet PCs to students for educational use only.
- Accidental Damage and Protection Coverage is recommended and can be purchased for $65 per year. Tablet PC damage that is either intentional or the result of gross negligence is not covered by Accidental Damage and Protection Coverage. See pages 5 and 6 for details.
- An annual $350 Tablet PC Security Deposit is required for each student whose parent or guardian chooses not to purchase the Accidental Damage and Protection Coverage. The Tablet PC Security Deposit is refundable at the end of the school year. See pages 5 and 6 for details.
- There are fees associated with damaging or losing the Tablet PC if the Accidental Damage and Protection Coverage is not purchased or if damage is the result of an intentional act or gross negligence. These fees are listed on page 7 of this Tablet PC Handbook.
- Klein ISD Tablet PCs not returned when students leave for the summer or withdraw from school may be considered stolen. Theft charges may be filed.
- Internet content is filtered on all Klein ISD computers. This includes use at school and off campus. See page 10 for details.
- Parents/guardians are ultimately responsible for all activities involving the Klein ISD Tablet PC while the student is off campus. See page 5 for details.
- If a Tablet PC needs to be repaired or is lost, the student must report the need for repair or replacement to the campus repair center as soon as possible. The student's report must be filed and the required paperwork completed at the campus repair center within 5 school days from the time of breakage or loss. See pages 7 and 8 for details.
- This handbook should be read carefully by students and parents/guardians. The agreement form included in this Tablet PC Handbook is a copy of what you and your student must sign prior to the student receiving the Tablet PC.

Terms of Klein ISD Tablet PC Use

Acceptable Use: All students must comply at all times with the Klein ISD Student Guidelines for Acceptable Use of Technology found in pages 16-19 of this Tablet PC Handbook and in the KISD Student Handbook, along with the other guidelines outlined in this Tablet PC Handbook. Failure to comply may result in disciplinary action and could also result in suspension or termination of access to the Tablet PC and other District technology resources effective immediately.

Liability: If the Tablet PC is accidentally damaged, lost, or stolen, the parent/guardian may be responsible for the reasonable cost of repair or the replacement value on the date of loss **if the optional Accidental Damage and Protection Coverage is not purchased** and in other instances outlined in this handbook. In the case of theft, the parent/guardian or the student must immediately file a report with the appropriate authorities and notify the repair center. If the Tablet PC is lost or damaged due to gross negligence, the parent/guardian will be responsible for the reasonable cost of replacement. Tablet PCs not returned at the end of the school year or when a student withdraws may be considered stolen. The District may involve legal authorities in recovering District property and theft charges may be filed.

Repossession: If the student and/or parent/guardian does not timely and fully comply with all terms of this agreement, Klein ISD reserves the right to come to you to pick up Klein ISD property at any time.

Scheduled Evaluations: Each Tablet PC may be evaluated each six weeks and randomly checked to verify condition and compliance with district policy.

Klein ISD Tablet PC Guidelines

- Only a Klein ISD Tablet PC will be permitted for use at school or on the district network. Students may not bring in or set up their own network. District rules also prohibit connecting to the Klein network with your personal device(s) (i.e. smart phone, iPad, Kindle, etc.)
- **Students have no expectation of privacy in any information stored on, accessed or transmitted from, or used with the Tablet PC. The Tablet PC belongs to Klein ISD, and appropriate district and school officials may monitor a computer or access its contents at any time, for any reason, without notice, whether the device is on campus or off Klein ISD property.**
- If technical issues arise, students must notify a teacher or the campus repair center immediately.
- Each Tablet PC is identified by a specific number and assigned to an individual student. To ensure that a student always has his or her assigned Tablet PC, students should not remove the identification tag on the Tablet PC and should not switch it from case to case.
- All students will be issued a Klein ISD case with an identification tag. The identification tag must remain on the case at all times. If the identification tag is lost, the student must immediately notify the campus repair center to obtain a replacement.
- Under no circumstances should Tablet PCs be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the commons, the cafeteria, locker rooms, the library, unlocked classrooms, hallways and any place outside of school that is not the student's home. Any computer left in these areas will be collected by staff and taken to the campus repair center. Disciplinary action may be taken for leaving a Tablet PC in unsupervised areas.
- Files may not be deleted by anyone other than the original creator/owner of the file. Deletion of certain files can affect the performance of the Tablet PC, and can interfere with the student's ability to complete class work, which may affect the student's grades.
- Only the campus repair center shall provide service to a Klein ISD Tablet PC. No outside computer services shall be used for any type of repairs or maintenance.
- All use of the Internet must comply with district guidelines. Log files are maintained on each Tablet PC with a detailed history of all Internet sites accessed. All log files are subject to review regardless of whether the sites are accessed by the authorized student user or another person.

Student Responsibilities

As the primary users, students have specific responsibilities when using their Klein ISD-issued Tablet PCs:

- At all times, students are responsible for their assigned Tablet PC, whether at home or school.
- Students are responsible for bringing their Tablet PC fully charged to school every day. Tablet PCs should not be charged while they are inside of their case unless the Tablet PC is required to be kept in an "always-on" case.
- Students are responsible for logging in under their assigned username. Students may not share their password with other individuals.
- Students must place their Tablet PC in its case when traveling between classes or to and from school. Place the case inside your backpack for travel to and from school.
- Students should not loan their Tablet PC nor any Tablet PC component to another student for any reason.
- Students may not play games, load or download any software, music pictures, etc. on the Tablet PC unless instructed by a teacher to do so.
- Tablet PCs come with standardized software already loaded. This standardized load may not be changed in anyway.
- When a Tablet PC is damaged, lost or stolen, the student must immediately notify the campus repair center and submit the required paperwork no later than 5 school days after the discovery of the incident.
- If a student adds any unauthorized items to the Tablet PC, the student will be required to return the Tablet PC. A student can either pay $15.00 to re-image the Tablet PC or the district may place certain restrictions on the student's use of or access to district technology.
- If a student logs in to his or her G Suite for Education (GSFE) account on a non-KISD device (e.g., a personal computer at home), he or she must log out of his or her GSFE account when it is no longer in use. Failure to do so could result in unintentional monitoring and filtering of content accessed on the non-KISD device for non-KISD purposes.
- Students must use cloud storage (Google Drive or OneDrive) responsibly.
- Students may not place decorations (stickers, markings, writing, etc.) on the Tablet PC or case.
- Students may not use any inappropriate images or media as your screensaver or background.
- All use of the Internet must comply with district guidelines, policies, and applicable law. Log files are maintained on each Tablet PC with a detailed history of all Internet sites accessed. All Tablet PC files are subject to review by the district. Disciplinary action may be taken for violations of

district guidelines and the district may report violations of law to law enforcement authorities.

Parental Responsibilities

- Parents/guardians are responsible for monitoring their student's use of the Tablet PC while at home and away from campus at all times.
- Parents/guardians must review with their student the Student Guidelines for Acceptable Use of Technology found in pages 16-19 of this Tablet PC Handbook and in the KISD Student Handbook.
- Parents/guardians are responsible for monitoring their student's activities on the Internet on a regular basis.
- Parents/guardians should regularly inspect their student's device and encourage them to report items that need to be fixed.
- Parents/guardians should ensure that their student returns all items at the end of the school year or when their student withdraws from a Klein ISD campus.
- Parents/guardians should ensure that their student logs out of their Klein ISD GSFE account if they are accessing it on any non-KISD device so that others who use the non-KISD device are not monitored. If a student logs into their Klein ISD GSFE account on any device, certain activity using the device will be monitored and filtered through the Klein ISD GSFE account.

Repair Costs

All Tablet PCs are covered by a factory warranty for the entire year that covers all manufacturer's defects. The Tablet PCs are in good working order and are issued with KISD standardized software loaded. Students are expected to keep the Tablet PC and all peripheral items in good condition. Failure to do so may result in out-of-pocket costs summarized in the tables on the following page, disciplinary action, and suspension or termination of access to the Tablet PC and other District technology resources. Klein ISD reserves the right to monitor incidents of loss/damage to the Tablet PC or peripheral items during the school year and take appropriate action in response to excessive or repeated incidents of loss/damage.
All monies owed must be paid in full before a Tablet PC will be issued. Report card holds will also apply to all Tablet PC monies owed.

Accidental Damage and Protection Coverage (ADPC):
(Recommended, but not required.)
This coverage may be purchased through the school for $65.00 *(non-refundable)* per year by the parent/guardian. This coverage is payable prior to the distribution of the Tablet PC, or in special cases, alternative payment arrangements may be made with the campus principal or the cost of ADPC may be waived or reduced for certain eligible students. ADPC covers up to three incidents of accidental loss and/or damage to the Tablet PC per year with no repair/replacement cost to the student. The following are **not covered** by the Accidental Damage and Protection Coverage and will be charged to the student as set forth in the sections below:

1. Tablet PC loss or damage that is either intentional or the result of gross negligence,
2. Loss or damage to the Tablet PC that occurs after 3 incidents of accidental loss or damage per year, and
3. Any loss or damage to peripheral items.

Tablet PC Security Deposit:
(Required for all, unless the Accidental Damage and Protection Coverage is purchased.) An annual $350 Tablet PC Security Deposit is required for all students whose parent or guardian chooses not to purchase the Accidental Damage and Protection Coverage. The $350 Tablet PC Security Deposit is *fully refundable* at the end of the school year (or when a student withdraws from school) *after the Tablet PC and all peripheral items are returned to Klein ISD in acceptable condition*. It may take up to 15 district business days for the refund to be processed. If the Tablet PC and all peripheral items are not returned to Klein ISD in acceptable condition, the $350 Tablet PC Security Deposit will be applied to all outstanding charges for repair or replacement of the Tablet PC and any peripheral items. Any remaining portion of the Tablet PC Security Deposit will be refunded. In the event charges exceed $350, the parent/guardian will be responsible for the entire repair or replacement charge in excess of the Tablet PC Security Deposit. The full amount of the $350 Tablet PC Security Deposit is due before students are issued their Tablet PCs. **The required $350 Tablet PC Security Deposit is waived if a parent/guardian opts to purchase the $65.00 non-refundable Accidental Damage and Protection Coverage. In special cases, the $350 Tablet PC Security Deposit may also be waived or reduced for certain eligible students in accordance with Klein ISD Board Policy FP (Local).**

The table below represents charges for each occurrence of loss and certain types of damage. They are not all inclusive and are subject to change.

Item	Cost*
Screen	$400.00-$768.00
Keyboard	$62.00-$78.00
Tablet PC	$1200.00-$1400.00

cost for each item varies with specific model

Items Not Covered by ADPC

The following peripheral items are considered incidental, and are not covered by the Accidental Damage and Protection Coverage. If lost, broken, damaged or stolen, the parent/guardian will assume full responsibility for repair or replacement cost. If a student has the Tablet PC Security Deposit instead of purchasing the ADPC, the cost to repair or replace the peripheral items will be charged against the student's deposit.

Item	Cost*
Stylus	$20.00-$30.00
Power Adapter	$26.00-$34.00
Battery (Internal)	$70.00-$116.00
Battery (External)	$70.00-$89.00
Case	$10.50-$58.00

cost for each item varies with specific model

Reporting Damages/Theft

Damages

Students will have 5 school days after an incident, or discovery of an incident, to report any damages or theft to the Repair Center through the Work Order System. Students will be required to answer a series of questions to help gather more information about what is wrong with their Tablet PC and provide a case number, if applicable. If the device was damaged/destroyed in an incident off campus, the student will need to provide a case number from the appropriate authorities (for example, if the device is damaged/destroyed in a fire, the fire department case number should be provided). After the student has turned in a Work Order Request, the student should back up any items on the Tablet PC and bring the Tablet PC to the campus repair center.

Theft

If a student thinks that their Tablet PC is lost or stolen on campus, they need to go to the campus repair center and fill out a "Missing Tablet Report" within 5 school days. If a student thinks that their Tablet PC is lost or stolen off campus, they need to immediately file a report with the appropriate authorities and then go to the campus repair center and fill out a "Missing Tablet Report" (including a case number from the appropriate authorities) within 5 school days.

If a student knows that their tablet has been stolen or damaged and already has a case number from the appropriate authorities, they need to go to the campus repair center and fill out a "Missing Tablet Report."

Failure to timely file a report with the appropriate authorities and provide a case number to Klein ISD impairs Klein ISD's ability to seek available remedies for lost, stolen, or damaged/destroyed devices and may result in the parent/guardian assuming full responsibility for repair or replacement cost.

The District may issue a replacement Tablet PC to the student, if available.

Care of the Tablet PC

Students are responsible for the general care of the Tablet PC. Tablet PCs that are broken or fail to work properly must be taken to the campus repair center within 5 school days. Please follow these precautions:
- Do not place food and/or liquids near the Tablet PC.
- Do not stack heavy objects on top of the Tablet PC.
- Never attempt to repair or reconfigure the Tablet PC or any peripherals.
- Do not write, draw, stick or adhere anything to the Tablet PC.
- Do not decorate the Tablet PC using markers, personalized stickers, etc.
- Keep the Tablet PC and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data.
- Do not expose the Tablet PC to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the Tablet PC in any vehicle.
- Do not obstruct the Tablet PC's vents, and do not place the Tablet PC on surfaces such as paper or carpet while it is turned on or charging.
- Tablet PCs are not to be used on Klein ISD buses.
- When walking from class to class, each student must keep the Tablet PC properly closed and stored in the provided case.
- Do not charge the Tablet PC while it is inside of the provided case unless the Tablet PC is required to be kept in an "always-on" case.
- The power cord must not be plugged into the Tablet PC while in a backpack. This may cause damage to the Tablet PC and poses a safety hazard.

Specifics on the Tablet PC

The following sections cover specific information on the Tablet PC and Klein ISD policies and procedures.

A.   Screen Care

The Tablet PC screen is particularly sensitive to pressure. In order to convert the Tablet PC into a writing tablet, the screen must be rotated or flipped depending on the model. The screen must only be rotated in a clockwise direction. Extreme care must be taken to protect the screen from accidental damage.

- Do not place anything on top of the Tablet PC or lean on it when it is closed.
- Do not place anything in the case that may press against the cover of the Tablet PC including paperwork.
- Do not poke the screen with anything. The stylus and your finger are the only means that should be used to interact with the Tablet PC.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, paper clips, stapled papers, etc.).
- Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the LCD screen. If your screen needs to be cleaned, please stop by the campus repair center.

B.   Ethics/Legal

Students will have access to many types of online media and are expected to comply with trademark and copyright laws as well as license agreements.

- Plagiarism (representing someone else's works or ideas as your own), whether from a book, another student's paper, the Internet, or other source, is dishonest. Students should not copy or reproduce the work or material of another unless expressly permitted. If use of another's material is permitted, all sources used should be cited and within the guidelines for the type of media used.
- Use or possession of hacking software is strictly prohibited.
- Transmission of any material that is in violation of any federal or state law is unacceptable conduct. This includes, but is not limited to confidential information, copyrighted material, threatening, obscene, or pornographic material or material that is harmful to minors, and computer viruses.
- Violation of applicable state or federal law may result in disciplinary action by the District and Klein ISD may report such violations to law enforcement and assist law enforcement authorities as necessary to investigate such violations.

C.   Security

Various security measures are used on Klein ISD computers. Security measures are not only used to protect Klein ISD assets, but measures are also taken to protect Klein ISD students.

Security is in place on each system to prevent certain activities. These include, but are not limited to, downloading, installing software, removing software, and changing system settings. See Student Responsibilities on Page 4 for additional information.

D.   Filtering

Internet filtering software automatically filters all access to the Internet through District technology resources. While at home, Internet content will continue to be filtered while students are using their Klein ISD GSFE account on the Tablet PC or any other device, including non-KISD devices, to access the Internet. Since no filtering software can filter 100% of improper content, parents/guardians are responsible for monitoring their child's access to the Internet when the student is at home.

Students who login to their Klein ISD GSFE account on a non-Klein ISD device will continue to be filtered as long as they are logged in. Students must log out of their Klein ISD GSFE account before others use the non-Klein ISD device to ensure that their Internet use will not continue to be filtered and monitored.

E.   Power Management

In an effort to continue best practices with energy conservation, power management software is installed on all Klein ISD-issued devices. Power management software is activated approximately two hours after the school day ends and runs until approximately an hour before the school day starts. During this timeframe, if a student leaves his or her device inactive for more than 15 minutes, a 30-minute countdown will start. If the device is still inactive after the countdown completes, the device will be powered off to conserve energy. Klein ISD is committed to conserving energy on campuses and educating the community on best practices for energy conservation at home.

F.   Online Resources

Students will be expected to use some online resources as part of their course curriculum under the supervision and guidance of their teachers. These tools may include Schoology, G Suite for Education (GSFE), Google Classroom, Parent Connection and others. Please see section K on page 12 for more information on GSFE.

Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents, guardians, relatives, and in some circumstances, other Internet users around the world.

When using online resources, safeguards are in place to protect and assure the safety of students. In some instances, individual or identifiable profiles may be used that are open to the public. Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require certain student information to be made available on the Internet.

Use of these tools must be in accordance with Klein ISD's Policies and Procedures including but not limited to the Acceptable Use Procedures.

G.   Internet Access at Home

Klein ISD is not responsible for providing Internet access outside of designated Klein ISD facilities. In order to access the Internet from home, you must have an Internet service provider. Students can access their home Internet in two ways:

1. Using an Ethernet cable, the Tablet PC can be "hardwired" to a switch, hub, or router.
2. If you have an existing wireless access point, the Tablet PC can join your home wireless network.

H.   Returning Items

All peripheral items, such as the stylus, power adapter, case, and battery, are required to be returned with the Tablet PC at the end of the school year or when a student withdraws from a Klein ISD campus. Failure to return the Tablet PC or any peripheral item may result in a hold being placed on a student's records. If a student has a hold placed on them due to not returning the Tablet PC or a peripheral item, they may return the Tablet PC or peripheral item or pay the replacement cost to clear the hold. However, once Klein ISD has handed out Tablet PCs to students the following school year, students can no longer return the item to clear the hold. At this point, the student must pay the replacement cost to clear their hold.

I.   Contesting Charges

Charges will be assessed to students when a Tablet PC not covered under ADPC or a peripheral item collected is damaged. Damaged items are available for a parent to review for one week after the student has withdrawn or the school year ends (whichever is earlier). After that, the damaged items will be repaired, destroyed, or disposed of properly and there will not be an avenue for the parent to contest the damage.

J.   Repair Downtime

Klein ISD is committed to student use of technology to aid academic success. When a student's Tablet PC is being repaired, there are several options available for continued use of technology:

Network Cloud Storage (Klein ISD Google Drive or Office OneDrive):
All students have a Google Drive and an Office OneDrive in which to store digital files. Students should save important work in a cloud storage drive so that they can access their work from any computer connected to the Internet.

Classroom Computers
Each classroom has desktop computers that are available for student use.

Tablet PC Replacement
If a student's Tablet PC is damaged, it will be repaired or replaced as quickly as possible. If available, a replacement Tablet PC may be issued. The policies outlined in this handbook also apply to replacement Tablet PCs. A replacement Tablet PC may not be provided if the damage is determined to be intentional or the result of gross negligence.

K.   G Suite for Education

Students will receive access to G Suite for Education (GSFE) through individual, District-provided GSFE accounts. GSFE is a suite of products (word processing, spreadsheets, presentations, etc.) that enables collaboration with other students in real time and provides a place to store documents in a cloud environment. Access to these documents and files is available from any device that has access to the Internet. Use of GSFE may require the collection of students' personal information for the purpose of providing GSFE services to Klein ISD and its students. Google's information practices regarding GSFE may be found at: https://www.google.com/edu/trust

1:1 Program Definitions

One-to-One (also abbreviated 1:1): program where the ratio of students to computers is one to one. In Klein this program is in place at all of our secondary campuses.

Products We Use

Browser: the program you choose to use to explore the Internet; Chrome, Edge, FireFox and Internet Explorer are all approved for your use on Klein devices.

DyKnow: monitoring software that allows teachers to view and take control of student Tablet PCs; the DyKnow vision piece also allows teachers to send and

retrieve files from students.

G Suite for Education (GSFE): the set of applications that students have access to via Google. Each student will receive a Klein ISD issued GSFE account.

Google Drive: cloud-based storage that is accessible from any device with Internet access where students can save their files. It connects directly to the Google suite of products.

Learning Management System (LMS): where students will input digital assignments and use collaborative learning tools in each course.

OneDrive: cloud-based storage that is accessible from any device with Internet access where students can save their files. It connects directly to the Office suite of products.

OneNote: an Office suite program specifically for tablet computers; digital binder where students can create a notebook for each class and sections within each notebook to keep all of their information

Office 365: the way that students will access Office 2016. Students can activate up to 5 different devices.

Power Management: software activated after school hours to help students conserve energy by turning off their computers after periods of inactivity.

Respondus: a "lockdown browser" that forces students to only have the assessment browser open when taking a test using their device.

SCCM (Software Center): where you can go to install District-approved software and updates. Software Center is pinned to the taskbar.

SchoolCash: the website where parents can pay fees online including ADPC.

Schoology: the specific LMS system used by 1:1 campuses

Skyward: our Student Information System (SIS) that has many components including a gradebook, parent registration, and course schedules.

Work Order System: The online site where you can submit a Work Order Request (WOR) for a damaged or malfunctioning Tablet PCs. The Work Order System is only available while you are on a Klein ISD campus.

Hardware

Accidental Damage and Protection Coverage (ADPC): a plan purchased through Klein ISD by parents/guardians to cover certain loss or damage to their Tablet PCs.

Case: a Klein ISD-issued case specifically designed to protect your model of Tablet PC. Please keep your device in the Klein ISD issued case when moving about with your Tablet PC. If your model of Tablet PC is issued with an "always-on" case, you must keep your device in the Klein ISD issued "always-on" case at all times.

Fujitsu T726: the Tablet PC 8th grade students have at Krimmel.

Fujitsu T734: the Tablet PC students have at Klein Forest and Vistas.

Fujitsu P727: the Tablet PC students have at Klein Cain.

Hardwire: when your computer is physically connected to the Internet using an Ethernet cable (usually yellow, but can also be blue or grey)

HP 2760: the Tablet PC students have at Klein Oak.

HP Revolve: the Tablet PC students have at Klein Collins and Krimmel.

HP X360 EE: the Tablet PC students have at Klein High.

Identification Tag: identifies to whom the Tablet PC is issued and it must remain intact at all times. A label with the student name is adhered to the tablet and a card with the student name is placed inside of the case. Both tags must remain intact.

Peripheral Items: stylus, power adapter, case, internal and external batteries, and other KISD-issued components or accessories used with the Tablet PC.

Power Adapter: each student is provided one power adapter. Please make sure to keep track of your power adapter. If you lose it, you are responsible for replacing it.

Stylus: the electronic pen that allows students to "write" on digital files in their tablet PC – it does not have ink. Each student is provided one stylus. If the stylus is lost, there is a fee charged to replace it.

Touch Screen: allows you to use your finger and gestures to control your Tablet PC.

Tether: the piece of string that attaches the stylus to the Tablet PC.

Wireless: wireless access is available outside all KISD buildings if you do not have wireless access at home; you can also connect to most public Wi-Fi networks.

People

Campus Repair Center: a centrally located room on each campus where students can bring a device after completing a Work Order Request to get service and help with their Tablet PC.

Digital Learning Specialist: the digital learning specialist will work with teachers and students supporting the best practices for teaching with technology.

Secretary: the campus repair center secretary will be able to assist you with payment questions and any paperwork required.

Technicians: a lead technician and two regular technicians are stationed at each campus repair center and are available to assist students and teachers with technology requests and repairs. The fastest way to get your problem resolved is to turn in a Work Order Request online and then bring it to the Repair Center.

Klein ISD Tablet PC
Parent/Student Agreement Form 2017-2018

Klein ISD Tablet PC Parent/Student Agreement Form 2017-2018

I am aware of the terms set forth in the Klein ISD Student Tablet PC handbook. I understand and will comply with all of the conditions outlined within. Parents, please read and _initial_ the following:

_____ I understand that my student must report any needed repairs and/or damage to the Tablet PC or any peripheral items within 5 school days from time of occurrence, otherwise I may be liable for any cost incurred by the district to repair or replace the Tablet PC or peripheral items.

_____ I have received and understand that I am bound by the terms and conditions stated in the 2017-2018 Klein ISD Student Tablet Handbook.

_____ I understand that if I fail to return the Tablet PC or any peripheral items at the end of the school year or upon withdrawal from a Klein ISD campus, I may be subject to criminal prosecution and district records may be withheld.

Please initial _one_ (1) of the following options:

_____ I am purchasing the Accidental Damage and Protection Coverage (ADPC) for $60.00 (covers up to three incidents of accidental loss and/or damage per year; does **not** cover charger, internal battery, carrying case, damage due to gross neglect or intentional damage).

_____ I choose **not** to purchase the Accidental Damage and Protection Coverage and will assume full responsibility for the costs associated with repair and/or replacement of the Tablet PC and any component or peripheral item. Because I have chosen not to purchase the Accidental Damage and Protection Coverage, I will remit a $350.00 Security Deposit to Klein ISD. The $350.00 Tablet PC Security Deposit is _fully refundable_ at the end of the school year (or when a student withdraws from school) _after the Tablet PC and all peripheral items are returned to Klein ISD in acceptable working order (please note that it may take up to 15 district business days after receipt of the Tablet PC and all peripheral items for Klein ISD to issue a refund)._ If the Tablet PC and all peripheral items are not returned to Klein ISD in acceptable working order, the $350.00 Tablet PC Security Deposit will be applied to all outstanding charges for repair or replacement of the Tablet PC and any peripheral items. **In the event charges exceed $350.00, I will be responsible for the entire repair or replacement charge.**

| _____ | _____ | _____ |
| Date | Grade | Student ID # |

_____ _____
Student Name (please print)   Student Signature

_____ _____

Appendix

The Klein ISD Student Guidelines for Acceptable Use of Technology Resources can be found in the Klein ISD Student Handbook and on the district website at: http://www.kleinisd.net/default.aspx?name=it.aup It is included as Pages 16-19 of the Tablet PC Handbook for convenient reference.

Klein Independent School District
Student Guidelines for Acceptable and Responsible Use of Technology Resources

These guidelines are provided 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, removable media, digitized information, and communication technologies on the Klein Independent School District network. 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 an integral part of the instructional program directed by teachers. Technology tools are to be used for learning.
   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's web site.
   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 or campus/district administrator without discussing it with other students.

2. Unacceptable conduct includes but is not limited to the following:
   a. Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
   b. Using the network for financial or commercial gain, advertising, or political activities.
   c. Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
   d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. 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, jokes, or pictures to lists or individuals.
   f. Unauthorized or non-curricular use of online video, music or streaming content.
   g. Gaining unauthorized access anywhere on the network.

h. Invading the privacy of other individuals.
i. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
k. Posting anonymous, unlawful, or inappropriate messages or information on district- owned and/or district-supported technology resources.
l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terroristic, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
m. Falsifying permission and/or authorization of identification documents.
n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
o. Knowingly placing a computer virus on a computer or network.
p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

3. Acceptable and Responsible Use Guidelines
   a. General Guidelines
      (1) Students are responsible for the ethical and educational use of technology in the District and when a district-owned device is used out of district.
      (2) Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
      (3) All technology policies and restrictions must be followed.
      (4) Access to the District's computer online services is an educational expectation and student responsibility. Each student will be required to sign and adhere to the Acceptable and Responsible Use Guidelines Agreement.
      (5) When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
      (6) Parents concerned with the District's computer online 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.
      (7) Any parent wishing to restrict their children's access to any District computer online services will need to provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.
   b. Network Etiquette
      (1) Be polite.
      (2) Use appropriate language.
      (3) Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people) or arrange any face-to-face meetings with persons online.
      (4) Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.
      (5) Users should be discrete when forwarding email and it should only be done on a need to know basis.
   c. Email and Online Communication Tools
      (1) Students are provided access to email accounts and online communication tools for required classwork, peer collaboration, and educational uses tied to learning standards.
      (2) Email transmissions and all other online communications, as well as stored or transmitted data, or any other use of district-owned technology resources by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.
      (3) All contents of email and online communications accessed through Klein ISD technology resources are the property of the District. Students may have no expectation of privacy on any information stored on Klein ISD's network, accessed from Klein ISD's network, or used within Klein ISD's network. Appropriate district and school officials may monitor a technology device or access its contents at any time in accordance with this policy and applicable law.

4. 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 published here, in the Student Handbook / Student Code of Conduct, and in Board policy CQ may result in suspension or termination of technology privileges and disciplinary action. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook / Student Code of Conduct. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, may result in criminal prosecution, as well as disciplinary action by the District.
   The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of email and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law.
   Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus or district administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook / Student Code of Conduct.

5. Web 2.0 and Social Media Tools
   a. Approved for Classroom Use
      (1) Klein ISD students, under the supervision and guidance of their teachers, will use Web 2.0 and social media tools commonly used in K-12 education today as part of instruction in their classrooms.
      (2) Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas

Essential Knowledge and Skills (TEKS). Tools such as these are hosted on the Internet making some of the students' work and/or other information relating to students visible to parents/guardians/relatives, and in some circumstances, other Internet users around the world.

b. Safety

(1) When using Web 2.0 and social media tools, the following safeguards are in place to protect and assure the safety of students. Please be aware that in some instances:

- Individual or identifiable profiles (which include personally identifiable information of students such as first and last name, campus, home address, email address, etc.) may be used that are open to the public.
- Public viewing and commenting might occur on district-approved sites.
- Classroom lessons or projects may require publicly identifiable student information (first and last name, campus, home address, email address, etc.) to be made available on the Internet.

(2) Use of these tools must be in accordance with the Klein ISD's Policies and Procedures including but not limited to these Acceptable and Responsible Use Procedures.

8.17

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