



**Bridgeport Middle School 1-to-1
Laptop Program Handbook
Fall 2017**

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In an effort to provide our students and teachers with the tools they need to prepare for the future, Bridgeport ISD has implemented a 1 to 1 Laptop Program for students in grades 6-12. This handbook will serve as information for students and parents. In addition, forms are included that must be signed by the parent and student before a Laptop will be issued.

1. COMPUTER SPECIFICATIONS

The computer selected for use by Bridgeport ISD for students is the Apple MacBook Air.

2. ISSUING OF LAPTOPS

Laptops will be distributed the Fall of 2017. All parents and student must sign and return the Parent-Student Laptop Use Agreement, the Student Pledge, and pay the annual \$40.00 non-refundable Annual Usage fee before the Laptop will be issued to the student.

Laptops will be collected at the end of each school year for any maintenance, cleaning, and software installation necessary.

Students will be assigned the same Laptop each year until Laptops are replaced according to our Laptop refresh schedule.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the care of the Laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the BMS iHelp Room.

Never try to repair the computer yourself or have someone outside the district work on it, as this could void our warranty and cause you to incur additional charges.

3.1 General Precautions

- No food or drink is allowed next to your Laptop. Spills incur costly repairs that are not covered by warranty. Cords, cable, and removable storage devices must be inserted and removed carefully.
- Students should NEVER carry their Laptops while the screen is open. Do not bend your screen back too far or carry your Laptop by the screen.
- Laptops should be closed when not in use to conserve battery life.
- Laptops must remain free of any writing, drawing, carving, stickers, or labels that are not approved by Bridgeport ISD.
- Laptops must never be left unsupervised ANYWHERE.
- Unsupervised laptops may be collected and subject to a recovery fee (**see section 10.3**).

3.2 Carrying Laptops

The protective carrying cases provide the Laptop with sufficient padding to protect them from normal treatment and provide a suitable means for carrying the computer within the school. The following guidelines should be followed:

- The Laptop should always be inside the protective carrying case when being transported.
- Students will only be allowed to use the protective carrying case provided by the school district. Do not purchase different carrying cases for the Laptops.

3.3 Screen Care

The Laptop 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 copays, please adhere to the following rules:

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

4. USING YOUR LAPTOP AT SCHOOL

Laptops are intended to be used at school each day. In addition to teacher expectations for Laptop use, school messages, announcements, calendars, and schedules may be accessed using the Laptop computer. Students are responsible for bringing their Laptop to all classes, unless specifically advised not to do so by their teacher.

4.1 Laptops Left at Home

If students leave their Laptop at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in loss of take-home privileges.

4.2 Laptop Undergoing Repair

Loaner Laptops will be issued to students when they leave their Laptops for repair at the Technology Department, if needed. If the repair is covered under warranty and requires no deductible payment, a loaner will be immediately issued. If repair is not covered under warranty and requires a deductible payment, a loaner will not be issued until the deductible for such repair is paid.

4.3 Charging the Laptop Battery

Laptops must be brought to school each day fully charged. Students need to charge their Laptops each evening.

4.4 Screensavers & Backgrounds

Inappropriate media may not be used as a screensaver or background on your computer. Presence anywhere on the computer of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures, will result in disciplinary actions.

4.5 Sound

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.

4.6 Printing at Home

If your Laptop does not automatically install necessary drivers when hooked up to your home printer, bring the Laptop to the iHelp Room to have the proper drivers loaded for you.

5. MANAGING FILES AND SAVING WORK

5.1 Saving to the Home Directory

Students will be logging into our network in order to backup their work. Students will have their own user account and folder on the network with ample space to backup any school-related work.

5.2 Saving Data to Removable Storage Devices

Students must backup all of their work daily using removable file storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by Bridgeport ISD must remain on the Laptop in usable condition and easily accessible at all times. The Laptop comes with Apple's most current operating system and with additional software. The school has loaded other applications needed for instruction. From time to time the school may add software applications for use in a particular course. The licenses for this software requires that the software be uninstalled at the completion of the course. Periodic checks of Laptops will be made to ensure that software that is no longer needed has been removed to avoid exceeding the number of licenses purchased by the district.

6.2 Additional Software

Software must be approved and installed by Bridgeport ISD Technology Department. We must maintain accurate records of computer licenses and ensure that all software loaded on the computers is compatible with the Laptops.

6.3 Software Updates

Updates of licensed software are available and necessary from time to time. If students are required to download these updates, instructions will be given at that time.

7. INSPECTION

Students may be selected at random to provide their Laptop for inspection to check for restricted images, setting, etc. Also, while logged in to the school's network, technology staff and administration will have the ability to view the desktops of all Laptops, to capture images from them, and to freeze or take over control of the Laptops if they are being used in a manner contrary to school policy and the Acceptable Use Agreement. This will only be used to ensure that Laptops are being used for educational reasons and that students are staying on task.

8. RE-IMAGING THE FLASH DRIVE

Occasionally, it will be necessary to re-image a Laptop flash drive. This may be required to repair a software or hardware issue, or it may be to get rid of inappropriate content from a computer. If re-imaging is required due to misuse by a student, a \$15.00 re-imaging fee will be charged. Whenever a computer is re-imaged, the technology staff will do their best to backup the student's class files from the Laptop to be transferred back after the re-imaging is complete. The student is responsible for backing up personal music and image files. The school does not accept responsibility for the loss of any software or files due to a re-image.

9. ACCEPTABLE USE

9.1 General Guidelines

- Students will have access to all available forms of electronic media and communication that is in support of the educational goals and objectives of Bridgeport ISD.
- Students are responsible for the ethical and educational use of the technology resources of Bridgeport ISD.
- Access to Bridgeport ISD technology resources is a privilege and not a right.
- Transmission of any material that is in violation of any federal or state law is prohibited. This included, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.
- Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by campus principal.

- Failure to return laptop at the end of the year or at time of withdrawal will be considered theft, and legal action will be taken.

9.2 Privacy and Safety

- Do not open, use or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct. This is not a request -- it is a responsibility.

9.3 Legal Propriety

Comply with trademark and copyright laws along with all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the Bridgeport ISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

9.4 E-Mail & Chat Rooms

- Only Bridgeport ISD approved e-mail and chat rooms are allowed at school. If you choose to e-mail from your computer while at home:
 - E-mails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection.
 - Always use appropriate language.
 - Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
 - Do not send mass emails, chain letters, or spam.
 - Students should maintain high integrity with regard to e-mail content.

9.5 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. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance with the policies of the Laptop Handbook and Technology Acceptable Use Policy will result in disciplinary action as outlined in the Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff to ensure appropriate use. The District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs contents of email and network communications. Proper authorities will be given access to their content.

10. PROTECTING AND STORING YOUR LAPTOP COMPUTER

10.1 Laptop Identification

Laptops will be labeled in the manner specified by the school. Labels are NOT to be intentionally removed from the Laptops. Laptops can be identified in the following ways:

- Record of serial number
- Individual User account name and password

10.2 Password Protection

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Acceptable Use Policy, you are still responsible for all inappropriate items found on your Laptop. It is in your best interest to keep your password secure.

10.3 Storing Your Laptop

When students are not using their Laptops, they should be stored in a locked room. Students should take the Laptops home every night and charge them. Laptops should never be left in a vehicle (locked or not) anywhere. They are attractive targets for thieves.

10.4 Laptops Left in Unsupervised Areas

Under no circumstances should Laptops be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer lab, hallways, locker rooms, library, unlocked classroom, and dressing rooms. Any computer left in these areas is in danger of being stolen. Unsupervised Laptops will be confiscated by staff and taken to the Campus Principal or Technology Department. If a Laptop is found unsupervised, there will be a \$15.00 fee to reclaim your Laptop. Disciplinary action may also be taken for leaving your Laptop in an unsupervised location.

11. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

11.1 Apple Warranty and Deductibles

Warranty coverage is purchased by Bridgeport ISD as part of the purchase price of the equipment. **Any type of physical or visible damage to the MacBook voids the Apple warranty!**

Apple warrants the Laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Laptop or Laptop replacement. The Apple warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses. If this happens, Laptops must be repaired. This will incur 25% of the repair/replacement cost for the first time a Laptop has to be sent off. If a Laptop has to be sent off a 2nd time due to misuse, accidents, etc., 50% of the repair/replacement cost will be required. For the 3rd incident, the student will be charged 75% of the repair/replacement cost. An administrative decision may be made regarding the student's further take-home privileges at any time after the first incident.

Non-warranty (accidental) laptop replacement for lost or damage resulting in the total loss of a laptop will be 50% of the replacement cost of the laptop for the 1st incident. If a student has a 2nd incident that results in the total loss of the laptop, the student will pay 100% of the replacement cost.

The student will be charged the full price of the laptop if it is deliberately damaged or vandalized. Deliberate damage or vandalising of the laptop could result in legal action.

If a Loaner Laptop, is deemed appropriate, it will only be provided after the deductible has been paid.

11.2 Claims

All damage claims must be reported to the Technology Department. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. False reports may result in legal action as well. The district will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

11.3 Loss of Replaceable Computer Parts/Accessories

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items. Currently those prices are as follows:

- Power Module/Cord - \$60.00 or current market price
- Laptop carrying case - \$30.00 or current market price

12. LAPTOP TECHNICAL SUPPORT

The Technology Department coordinates the repair work for Laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging flash drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Laptops and batteries

13. LIST OF REQUIRED AND POSSIBLE FEES

Annual Usage Fee of \$40.00.

The deductible amount:

- 1st incident - 25% of repair cost
- 2nd incident - 50% of repair cost
- 3rd incident - 75% of repair cost

Coverage will be from date of issuance until the last day of school.

Non-warranty (accidental) laptop total replacement:

- 1st incident - 50% of the replacement cost
- 2nd incident - 100% of the replacement cost

Table of Estimated Repair/Replacement Pricing

| Description of Non-Warranty Repair/Replacement Part | Price |
|---|----------------------------------|
| Broken Screen / Damaged LCD | \$159.00 or current market price |
| Broken / Damaged trackpad | \$100.00 or current market price |
| 45W Power Adapter | \$60.00 or current market price |
| Top case with keyboard | \$199.00 or current market price |
| Bottom Case | \$125.00 or current market price |
| Laptop Abandonment Fee | \$15.00 |
| Re-Image Fee | \$15.00 |
| Sleeve Replacement | \$30.00 or current market price |
| MacBook Air 11 inch | \$899.00 or current market price |
| Other Minor/Major damage | To be determined |
| Liquid Damage / Logic Board | To be determined |

Damage determined to be deliberate or from negligence will pay full market price for repairs/replacement. The campus administrators and/or technology department reserves the right to make final determination of the severity of the damages and final decision for student consequences.