



TOMBALL STAR ACADEMY

Early College High School

Dear STAR Academy parents and students:

Welcome to the Tomball ISD STAR Academy! As part of the STAR Academy each student will be receiving a District-owned Chromebook for use during instructional time at school as well as for learning activities at home. We feel that by using the Chromebooks in engaging learning activities, students will not only benefit academically, but will also gain valuable 21st century skills that will assist them in their future lives and careers.

Before students are issued a Chromebook, both students and parents must review and sign the following Student Take Home Device Agreement.

STUDENT TAKE HOME DEVICE AGREEMENT

Terms:

Tomball Star Academy students will be issued a district-owned Chromebook at no cost to the student/parent/guardian. Financial obligation will not be issued to the student/parent/guardian unless loss or damage of the borrowed device occurs as the result of handling, storage, transport, or inappropriate use.

By taking possession of a borrowed device, the student/parent/guardian agrees to assume full responsibility for the safety, security, and care of the loaned device. Any loss, theft, or damage to the device should be reported to the school administration or technology department immediately.

Loss/Theft:

In the case of a lost or stolen device, the student must report the incident to a school administrator or police liaison within one school day of the occurrence. A police report shall be filed in the case of a theft.

Accidental/Deliberate Damage:

In the case of accidental damage to the device, the student must report the circumstances and damages that occurred to the school administrator or technology department immediately. The student may be provided a temporary Chromebook while the device is being repaired.

In the case of deliberate damage, the student/parent/guardian may be charged the entire cost of repairs. If the device is not repairable, the student/parent/guardian may be charged the replacement cost at the time the damage occurs.

Repair/Replacement Costs:

Repairs will be made to a device if the nature of the damage makes the device inoperable, but repairs can be made. Actual repair costs will be determined at the time of repair.

A student/parent/guardian may be responsible for the cost of repair of a damaged device if the damage is the result of deliberate abuse or neglect in the security, storage, transport, or use of the device.

Should a student/parent/guardian need to pay full replacement cost for a device, the cost will be based on the current cost of replacement at the time of incident.

Summer Collection of Devices:

Students will return their assigned device at the end of each school year to allow technology staff time to clean and update the devices. Failure to return the assigned device will be considered loss of device and the student/parent/guardian may be charged full cost for replacement of the device.

Handling, Care, and Use:

- Students will not download any software, music, pictures, videos or any other files or reconfigure the device unless instructed by a teacher.
- The student is responsible for all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve the use of the device. **DO NOT** allow other users to use the device assigned to you.
- The device is only for creation of, storage of, access to, and consumption of school-related and school appropriate content. **DO NOT** access, store, create, consume, or share unauthorized or inappropriate content on your device.
- The student shall start each school day with a fully charged battery.
- Do not connect peripherals to any of the ports and/or connectors on the device that are not intended for that particular port or connector.
- Do not expose device to liquids or other foreign substances including; drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.)
- Never turn on a device that has been exposed to liquids. Bring the device to your school administrator to determine possible damage immediately.
- Make sure the surface of your device is not altered or defaced. Do not decorate the device/cover. **DO NOT** remove labels, stickers, or tags from the device that are affixed by school district personnel.
- Only school district personnel shall troubleshoot, diagnose, or repair your loaned device. **DO NOT** allow 3rd party service people to handle your assigned device.

Security, Storage and Transport:

- Under no circumstances may devices be left unattended. It is the student's responsibility to secure the device at all times.
- Keep the device powered off and in a protective carrying case when not in use.
- Student/parent/guardian is responsible for purchasing a protective cover/case for their assigned Chromebook; a list of recommended Chromebook protective covers/cases can be found below.
- The protective cover will remain on the device at all times within the school and when transporting the device to and from school.
- Handle the device with caution. Do not throw, slide, drop, etc. the device, even while in the carrying case.

- Take the device home every day for nightly storage. **DO NOT** leave it in a school locker for overnight storage.
- Do not share or switch power chargers, keyboards, or other accessories with other devices.
- Bringing your power charger to school for daily use is allowed, but not recommended. You are responsible for any loss or damage that may occur to it, regardless of whether loss/damage occurs at school or away and regardless of who is using it at the time of loss/damage.
- Never leave the device in an unattended vehicle, even when vehicle is parked at your residence.
- **DO NOT** leave the device in an extremely hot or cold environment.

Online Access and Ethical Behavior:

- Students participating in this program will be required to adhere to the TISD Student Acceptable Use and Internet Safety Policy, as well as all other electronic media and telecommunication standards included in the Student Code of Conduct.
- When on the school wireless network, the district content filter will appropriately filter the Internet content. Because of the nature of the Internet, no content filter is capable of preventing all access to all online content. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for not accessing content that is not school-related, whether blocked by the filter or not.
- Any access of unapproved content online, whether through a district-owned device, or other personal electronic device, while at school is a violation of the usage policy.
- Although the district filter will not be in effect when the device is not on the school wireless network, the student will be expected to maintain the same level of ethical use in their home environment.
- Students will not bully, harass, or threaten other students or individuals.
- Students will not publish personal information about others or themselves.
- Students will have no privacy rights regarding any information stored on, accessed from, or used with the device. Designated District personnel and/or school officials have the right to investigate, monitor, or review the contents at any time.
- The device and accessories shall be returned in acceptable working order by the last day of school, upon withdrawal or exit date from the school district, and whenever requested by school staff.
- The student will not use the device to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - Pornographic, obscene or sexually explicit material;
 - Obscene, abusive, profane, lewd, vulgar, rude inflammatory, threatening, disrespectful, or sexually explicit language;
 - Materials or information that includes language or images that are inappropriate in or a disruption to the education setting or process; or
 - Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

TISD Recommended Chromebook cases:

Brand	Description	Purchase Location	Price
Max Cases	Extreme Shell Case for Lenovo 11e Chromebook/Yoga Chromebook Cover, Military Grade	Amazon.com	\$39.95
Infocase	Classmate Always-on Carrying Case For 11.6 Chromebook, Notebook	Amazon.com	\$43.94
		CDW.com	\$35.99

Tomball ISD Star Academy Device Acceptable Use Form

Retain the above information for your own reference. This page only must be signed and returned to receive your device.

Your signature on this form indicates your agreement to abide by the above expectations and willingness to assume financial responsibility as outlined in this document.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Student Printed Name: _____

Student Signature: _____ Date: _____

Student Chromebook Assigned:

Model: Lenovo ThinkPad Yoga 11e Chromebook 20GE - 11.6"

Serial Number: _____

TISD Asset Tag Number: _____