1:X Student/Parent Handbook 2018-2019

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LISD STRATEGIC DESIGN

CORE BELIEFS

WE believe that:

1 Every student is uniquely capable and deserves to be challenged each day.

2 Uninhibited learning depends on a safe, nurturing, inclusive and flexible environment.

3 An educated citizenry is essential for equal opportunity and a prosperous society.

4 Meaningful and relevant work engages students in profound learning.

5 Critical thinking and problem solving today are necessary for students to be equipped for future challenges.

6 Genuine transformation requires disruptive innovation.

7 Education is the shared responsibility of the community.

VISION

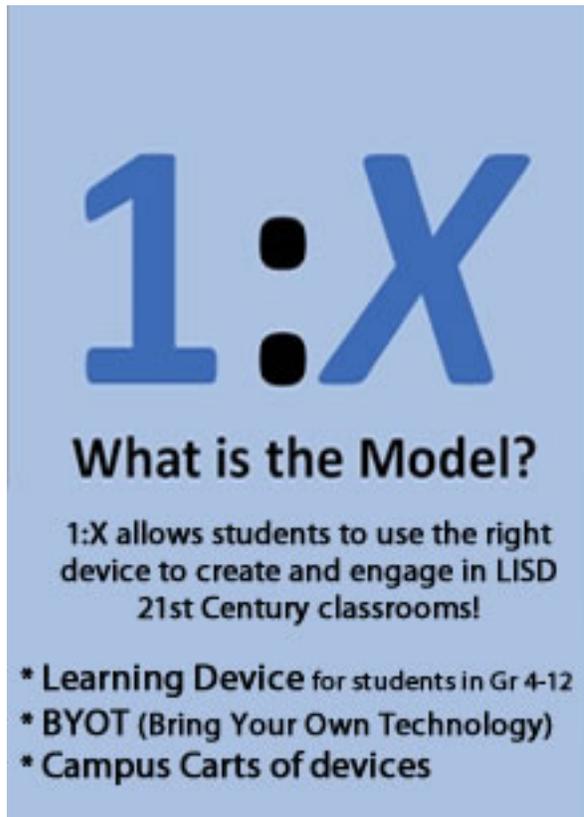All of our students enjoy thriving, productive lives in a future *they* create.

MISSION

Students, staff and community design and implement a learning organization that provides engaging, innovative experiences every day.

GOALS

1 Provide all learners with safe, nurturing, inclusive and flexible learning environments.

2 Engage learners through the use of technological tools to access, create and share content as well as collaborate with other learners throughout the world.

3 Reframe state readiness standards in a way that leads to profound learning and has meaning and value for students. **(Learning Standards)**

4 Create flexible systems that result in a learning organization supported by innovative and engaged staff. **(Organizational Transformation)**

5 Continuously involve our diverse community, staff and students to use their strengths, resources and talents to provide engaging, innovative experiences for all learners. **(Partnership)**

6 Develop and implement meaningful, varied assessments that inform and inspire students and educators for continuous improvement and growth in a way that transforms learning and teaching. **(Assessments)**

7 Design an accountability system that transcends state/national mandates and reflects local values and expectations. **(Accountability)**

The 1:X Blended Learning Model is a groundbreaking transformative installation of a flexible learning environment that provides new ways for learners to access, share, and create knowledge. Moving beyond the standard 1:1 laptop model seen in many districts, 1:X provides the right device at the right time for LISD students.

The 1:X Blended Learning Model combines the following elements in conjunction with the Bring Your Own Technology (BYOT) culture to engage learners in a way that provides choice:

- Students will have the opportunity to receive an iPad to unlock new, innovative learning opportunities anytime, anywhere. This year, students in grades 4-5 and 9-12 will have an integrated keyboard added to the iPad to add even more functionality. For the 2019-2020 school year all students in grades 4-12 will have the opportunity to receive an iPad with an integrated keyboard.

- Campus carts of MacBook Airs, iPads and Chromebooks are available for student and/or teacher checkout as needed based on classroom projects and activities.

- Students will continue utilizing the power of their preferred device with the BYOT model.

With the 1:X model, students choose the right device or combination of devices to engage in digital learning.

Terms of LISD 1:X Replacement Benefit Program

Option 1

You will pay a nonrefundable annual fee of <u>$40</u> for the LISD Replacement Benefit Program prior to being issued a device. The program includes:

ACCIDENTAL LOSS OR STOLEN DEVICE

- Covers a **one-time** replacement of the iPad and accessories, case, and keyboard.
    - Lost or stolen devices must be reported within 5 business days (see more details below).
    - Any lost or stolen iPad will be reported to law enforcement and the iPad will be disabled by the district's management system. This will make the device unusable and nonfunctional.
- For circumstances in which a device is lost or stolen more than one-time, the full replacement cost of the iPad will be charged.
    - For legacy equipment (older than iPad Pro 10.5), a charge will be assessed for the cost of the current replacement device.
    - A fee of $599 will be charged for the replacement of an iPad Pro 10.5.

ACCIDENTAL DAMAGE- iPad
- District issued iPads should remain in the district issued case at all times. If an iPad is damaged while in a non-District case, an additional $35 fee will be charged.
- 1st Break- Covers a one-time **iPad** repair or replacement for accidental damage to the iPad
- 2nd Break- Covers a repair or replacement of a damaged iPad for a 2nd break with a $50 copay
- 3rd Break or more of iPad- The full repair or replacement cost of the iPad will be charged
    - For legacy equipment (older than iPad Pro 10.5), a charge will be assessed for the cost of the current repair or replacement.
    - A fee of $599 will be charged for the replacement of an iPad Pro 10.5
- **NOTE:** Any attempt to personally repair or schedule a repair outside of LISD will void the 1:X Replacement Benefit coverage and fees will not be reimbursed.

ACCIDENTAL DAMAGE, LOST, STOLEN- KEYBOARD
- 1st Incident- Covers the keyboard with a $40 copay
- 2nd Incident- Covers the keyboard with a $100 copay
- 3 or more incidents- The full replacement cost of the keyboard will be charged

> **Note**: The device MUST be in the District provided case at all times. Failure to comply at all times with the Lewisville Independent School District's 1:X Student/Parent Handbook and Student Guidelines for Technology Resources may terminate your rights of possession effective immediately and the District may repossess the property**.**

Option 2

Option 2 has been discontinued and only applies to students who paid the $50 deposit in prior years. When students are issued a new device (iPad Pro 10.5 or newer), any student who was previously grandfathered under option 2 will be refunded the original $50 fee when their iPad is returned in working condition with all accessories. Once issued an iPad Pro 10.5 or newer, ALL students will be offered only the annual $40 Replacement Benefit Program.

Title

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and   complete compliance with the Student/Parent 1:X User Agreement and the 1:X Student/Parent Handbook.

Loss or Damage

If the property is intentionally damaged, you are responsible for the reasonable cost of repair or the current replacement cost of the device or a comparable device as referenced in the Student/Parent 1:*X* Handbook. Loss of the property must be reported to the Campus Administrator within five (5) business days after the occurrence. Stolen devices must be reported to the local police and a copy of the police report provided to the campus administrator within five (5) business days after the occurrence. If a lost or stolen device is not reported to the Campus Administrator within the 5 business days, the insurance becomes void and the cost of the device will be the responsibility of the parent.

The District may disable the device remotely to protect the device and/or data on the device.

Withdrawal

Students who withdraw from an LISD campus must turn in their device and accessories before the withdrawal process can be completed. If the device is damaged or not returned, or accessories are not returned, the student/parent will be responsible for the repair cost or the replacement costs.

Students who are graduating must return their device and accessories and pay any outstanding fees prior to graduation. If the device is damaged or not returned, the student/parent will be responsible for the repair cost or the replacement cost of the device and accessories.

Repossession

If you do not fully comply with all terms of the Student/Parent 1:X User Agreement and the 1:X Parent/Student Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Terms of Agreement

Unless earlier terminated by the District, your right to use and maintain possession of the property terminates upon withdrawal from the District.

Appropriation

Failure to timely return the property with accessories and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Description of LISD 1:X Replacement Benefit Program

A NONREFUNDABLE annual fee of $40 must be paid for the LISD Replacement Benefit Program

- The LISD Replacement Benefit provides coverage as described above under the terms of the agreement.
- The $40 Non-refundable insurance benefit fee must be paid to receive a 1:X learning device.
- All online payments will have a small convenience fee added.

- Accessories that are not covered under the insurance benefit program with the exception of the one-time loss or stolen coverage include:
  - $35 Replacement Case
  - $17.50 Power Adaptor Replacement Cost
  - $17.50 USB Power Cable
- The device must be protected by a LISD provided case at all times. If a device is damaged while in a non-District case, an additional $35 fee will be charged for replacement of the District case if it cannot be produced.
- New students will pay the $40 fee for the replacement benefit program before taking possession of the device. Fee must be paid by the 3rd Friday after the 1st day of school or within 10 business days of the date of enrollment.
- Students returning in the fall, who have an iPad in their possession, must pay the $40 fee by the 3rd Friday after the 1st day of school or the device will be collected.
- With the exception of accidental loss or stolen device, the LISD Replacement Benefit Program covers the 1:X Learning device, and keyboard only as defined above in the terms of the program. It does not provide coverage for other accessories provided by the District such as the protective case, USB cable and power adaptor.

  Note: In the event of a broken screen, repair may also include an additional fee for repair of the LCD that is under the screen.
- The District will cover all costs for accidental breakage and loss of the device under the terms listed, provided that the device was in the LISD provided case at the time of the breakage or loss.   The case will be removed by the technician.
- The cable & power adaptor are covered ONLY if they stop working due to normal wear and tear.
- Any lost device must be reported to the campus administrator within five (5) business days of the incident. If not reported to the campus administrator within five (5) business days, the insurance is void and the student will be charged the replacement cost of the device or the replacement cost of a comparable device.
- Any stolen device must be reported to the local police. A copy of the police call number, offense number or report must be given to the campus administrator within five (5) business days of incident. If not reported within five (5) business days, the insurance is void and the student will be charged the replacement cost of the device or the replacement cost of a comparable device.
- Students/Parents are responsible for cost of replacement or repair for negligent, loss, or a deliberately damaged device.
- The Replacement Benefit Program will cover no more than one (1) damage to the device per school year, and no more than one (1) loss OR theft of the device per school year. If there is a second damage claim to the iPad, case, keyboard, or accessories, an additional copay and/or fee will be required. For a third or more damage or loss claim, full replacement costs will be accessed.

> **Note:** While the Replacement Benefit Programs covers accidental loss and damage, selecting the Replacement Benefit Program does NOT cover costs for every situation.

Financial Hardships

Per Board Policy FP (LOCAL), if this fee creates a financial hardship on the student or parent from obtaining a device, please contact the campus administration about scholarship and payment options.

Upon evidence of financial hardship, the administration may elect to offer a scholarship to be combined with a minimum fee paid by the parent or create a payment plan for the student to pay out the device use fee over time. Students will still be responsible for fees associated with **unreported losses, deliberate damage or**

vandalism. Unpaid fees will put students on the Not-Clear list. Failure to comply with agreed upon timelines will result in termination of your rights of possession effective immediately and the District may repossess the property.

Use of Student Devices on the District Network

Lewisville ISD is committed to the importance of a student being able to continue with his/her work when his/her device is experiencing problems. To assist with this problem, the District is providing the following:

Campus Electronic Devices

Each campus has carts of electronic devices that may be available to students if not in use at the time. These Mac Airs, iPads, or Chromebooks can also be used by students if they do not have their device. They will be able to access their saved work through Google Drive for Education. Learning devices on the campus may be in use by others in the school.

Google Drive & Learning Management System

Many classes have online assignments posted in Google Drive and/or the District Learning Management System (LMS) which can be accessed in LHUB by any device with internet access. Talk with your student's teacher(s) about the availability of coursework and assignments in Google Drive and the LISD Learning Management System.

Devices Repair

If the learning device must be sent for repairs, the District's goal is a 3 -5-day turnaround. In some circumstances, students may receive a replacement device. Because of this, it is important to have all data backed up before turning a device in for repair.

Technical Assistance

Students should access the iPad Support site (https://ipadsupport.lisd.net/) and log in to enter a ticket for technical support/repair of their District issued iPad.

General Device Rules

Students must take appropriate care of their device at all times:

- The device should be in the District provided case at all times
- Only an Apple charger is to be used to charge and Apple device. Using a non-Apple power adapter has been known to cause problems with the device.
- Know where your device is at all times.
- Make sure you always charge your device.
- Install District software updates regularly.
- Keep it clean using a soft, lint-free cloth. Do not use Windex or harsh chemicals on screens.
- Travel safely with your device.
- Do not leave a device in an environment with extreme temperatures such as outdoors or in a car.
- Set a passcode. LISD may ask you to disable it when working with your learning device.
- Protect your device when it is in your backpack.
- Placing your device between books or heavy objects may cause serious damage.
- Leaving your device on the floor could result in serious damage resulting in disciplinary action.

- Administrators and teachers will follow procedures outlined in the LISD Student Handbook and the campus student handbook when viewing content on a student device (FNF- Legal).
- Campuses will follow standard disciplinary procedures to address violations of student device use.
- Parents will be notified when content is removed from a student device that violates the 1:*X* Student/Parent Handbook and/or the LISD Student Acceptable Use Policy.

Case Requirements

- District issued iPads should remain in the district issued case at all times. If an iPad is damaged while in a non-District case, an additional $35 fee will be charged.

Inappropriate Content & Graffiti

- Parents should set expectations for appropriate Apps, content, music & videos on their student's device.
- Parents are encouraged to setup and manage Parental Controls on the student's device. (Instructions are provided at https://support.apple.com/en-us/HT201304
- Inappropriate content will not be allowed on devices and is subject to disciplinary action in accordance with the LISD Student Handbook.
- The District reserves the right to set device restrictions.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked with the District content filter while students are working online both IN school and OUTSIDE of school.

LISD filters block inappropriate websites rated 17+ anytime devices are connected to the Internet – a federal requirement of the Children's Internet Protection Act (CIPA). Attempts to view inappropriate content will display a "blocked content" page on the device. Inappropriate content is not allowed on any District device.

Parents can check to see if their student's device is filtered by going to: http://www.lisd.net/block *FROM* the student's device. The page should be blocked. If it is not, parents should work with campus administration to ensure their student's device is setup properly.

- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures found on the device will result in disciplinary actions.

Students are in violation of District policy if they bypass the District content filters by accessing these sites through proxies or by removing LISD profiles. Parents should monitor their student's home Internet access. For more information about Digital Citizenship and Internet safety, visit the 1:X website at 1:X Resources & Handbook or go to www.iSafe.org.

Music, Videos, Games, Apps or Programs

Apps rated 17+ or games with an ESRB rating of Mature are not allowed on student devices. 17+ rated Apps, R & NC-17 rated movies, TV-MA rated content and Explicit Content are restricted on student iPads by the District. Parents/guardians should be aware of what Apps their children install on their District-issued device and have conversations with them about Apps that are appropriate versus inappropriate. Parents/guardians have full rights to customize the device and limit/restrict App installation. LISD blocks explicit music and videos in the iTunes Store. In addition, parents/guardians can set up music-related restrictions on their child's District-issued iPad.

- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damage and, in some cases, criminal prosecution. Copyright infringement also violates the District's Internet Service Provider's terms of service and could lead to limitation or suspension of the District's Internet service.

- Purchased, legal personal media is allowed on the device.

See more about copyright issues at www.respectcopyrights.org.

No Loaning or Borrowing Devices

- Do not loan or borrow devices of other students.
- Do NOT share passwords or usernames.

Unauthorized Access

- Access to another person's account, device or computer without their consent or knowledge is considered hacking and is unacceptable.

Deleting Files/Apps

- Do not delete any Apps, folders or files that you did not create or that you do not recognize. Deletion of certain files or Apps will interfere with your ability to complete certain coursework and may affect your grades.
- District-purchased Apps, such as textbooks and content-related or multimedia Apps, may not be removed from the student's iPad.

Elementary LISD App Store

By introducing the elementary LISD App Store, the District is able to focus educational opportunities for students by streamlining all Apps that are downloaded to District-issued elementary student iPads through one portal.

- Only the LISD App Store will be available on the elementary student learning device.
- Only approved, specific Apps can be installed on student learning devices to prevent any unwanted Apps (all Apps reviewed for instructional value and appropriateness).
- Any student/parent purchased Apps will no longer be available on LISD Elementary iPads.

For a current list of Apps in the Elementary LISD App Store, please see iPad Apps under the 1:X iPad/Learning Device website.

Secondary Students and the Apple App Store

The secondary App guidelines allow more flexibility in the Apps available to students while still providing an added layer of protection.

- The Apple App Store is available on iPads.
- Students will have the ability to add Apps that meet their educational needs.
- LISD cannot prevent the download of Apps under the 17+ age rating on devices that allow the Apple App store. LISD does, however, monitor and maintain a list of Apps that are deemed inappropriate. Any App on this list is not allowed on the student device and LISD may block access to these Apps. A list of unapproved Apps is available on the LISD internet at LISD Unapproved App List.
- Apps that are under the 17+ age rating that are not on the unapproved App list are not monitored on the device. This becomes the student/parent responsibility.
- Unapproved Apps are not allowed and if not deleted, will result in disciplinary action.

Note: Apps rated 17+ or games with an ESRB rating of Mature are not allowed on student devices. 17+ rated Apps, R & NC-17 rated movies, TV-MA rated content and Explicit Content are restricted on student iPads by the District.

Student Acceptable Use Policy

Lewisville Independent School District provides a variety of electronic communications systems for educational purposes (AUP Forms) . The electronic communications system is defined as the District's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students, including all new technologies as they become available. This also includes any access to the Lewisville ISD electronics system while on or near school property, in school vehicles and at school-sponsored activities, and includes the appropriate use of District technology resources via off-campus remote access. Please note that the Internet is a network of many types of communication and information networks, including Web 2.0 resources (Blogs, Wikis, Podcasts, etc.), and is part of the District's electronic communications systems. Web 2.0 applications offer a variety of 21st Century communication, collaboration, and educational creativity opportunities. In a 21st Century school system, technologies, the Internet, and Web 2.0 tools are essential.

In accordance with the Children's Internet Protection Act, Lewisville Independent School District educates staff and students regarding appropriate online behavior to ensure Internet safety, including use of email and Web 2.0 resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. It is each student's responsibility to follow the guidelines for appropriate and acceptable use.

As digital natives, LISD students have grown up knowing the importance of being responsible digital citizens, and students and parents/guardians are required to sign the Acceptable Use Policy, or AUP, stating they have read, understand and will honor these standards.

Web 2.0 and Digital Tools

For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) suggests that a school District maintain a list of the websites and online services appropriate for educational use it has consented to on behalf of the parent.

Elementary students who have 1:X Elementary devices have access to District approved Apps through the LISD App Store link (Technology/iPad Apps). Secondary students are provided a list of unapproved Apps (LISD Unapproved Apps list). LISD always uses digital tools or Apps in a way that are consistent with the Children's Online Privacy Protection Act.

Parents may deny access to any specific digital tool by notifying their child's campus administrator in writing.

Appropriate Use

- Students will adhere to good digital citizenship expectations.
- Students must only open, view, modify, and delete their own computer files.
- Internet and bandwidth usage at school must be directly related to school assignments during class time.
- Students will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the District to use. All account activity should be for educational purposes only.

- Students must immediately report threatening messages or discomforting Internet files/sites to a teacher.
- Students must at all times use the District's electronic communications system, including email, wireless network access, and Web 2.0 tools/resources to communicate only in ways that are kind and respectful.
- Students are responsible at all times for their use of the District's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.
- In order to have access to the managed Apps, students will need to use enrollme.lisd.net for their own devices. Doing so will also automatically add them to the LISD Wi-Fi.
- Students will use the LISD guest Wi-Fi access for filtering purposes on Bring Your Own Technology devices if they do not choose to go through enrollme.lisd.net.

Inappropriate Use

Students will be in violation of the signed Acceptable Use Policy (AUP) if any of the following occur:

- Wireless Hotspots not provided by LISD are prohibited on the LISD network
- Installing Apps on a District owned device that are on the District Unapproved Apps list
- Circumventing the LISD App Store to load Apps not approved by LISD
- Using the District's electronic communications system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking
- Disabling or attempting to disable any system monitoring or filtering security measures
- Sharing user names and passwords with others; and/or borrowing someone else's username, password, or account access
- Purposefully opening, viewing, using or deleting files belonging to another system user without permission
- Electronically posting data (including but not limited to audio recordings, video recordings, images, and personal information) about others or oneself when it is not related to a class project and / or without the permission of all parties
- Downloading or plagiarizing copyrighted information without permission from the copyright holder
- Intentionally introducing a virus or other malicious programs onto the District's system
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Gaining unauthorized access to restricted information or network resources

Special Note – Cyberbullying

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. (Refer to the Student Code of Conduct for more information on bullying and cyberbullying.) This includes, but may not be limited to:

- Sending abusive text messages to cell phones, computers, or any electronic device
- Posting abusive comments on someone's blog or social networking sites
- Creating a social networking account or web page that masquerades as the victim's personal site
- Posting another individual's personal information
- Sending abusive comments
- Recording and distributing media with the intent to manipulate or embarrass others.

Consequences for Inappropriate use

- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Suspension of access to the District's electronic communications system.
- Revocation of the District's electronic communications system account(s); and/or device.
- Possible criminal action.

Emergency Plan

During an emergency situation, the district requests that students only use their cell phones to contact 911. Status, actions required, and official information will be communicated to parents and others by the District.

Electronic Communication Devices

Bring Your Own Technology Students may bring their own technology and utilize personal electronic communication devices at school and at school activities. Students may use these devices in the classroom when the teacher deems them appropriate for educational purposes. A campus or classroom teacher may elect to have designated times and locations where students are not allowed to access District or personal technology. Students are responsible for personal property brought to school and should keep personal items with self or in a locked space. Device should be charged prior to bringing them to school. For more information about BYOT visit Bring Your Own Technology (BYOT) on the LISD website.

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources on the accuracy, age appropriateness, or usability of any information found on the Internet.

Texas Penal Code

§33.02. Breach of Computer Security

(a) A person commits an offense if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner.

(b) An offense under this section is a Class B misdemeanor unless in committing the offense the actor knowingly obtains a benefit, defrauds or harms another, or alters, damages, or deletes property, in which event the offense is:

    (1) a Class A misdemeanor if the aggregate amount involved is less than $1,500

    (2) a state jail felony if

        (A) the aggregate amount involved is $1,500 or more but less than $20,000; or

        (B) the aggregate amount involved is less than $1,500 and the defendant has been previously convicted two or more times of an offense under this chapter;

    (3) a felony of the third degree if the aggregate amount involved is $20,000 or more but less than $100,000

    (4) a felony of the second degree if the aggregate amount involved is $100,000 or more but less than $200,000; or

    (5) a felony of the first degree if the aggregate amount involved is $200,000 or more.

A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either or both sections.