

# Robert Lee ISD

## Student Device Policy & Usage Handbook

### 2025-2026

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## I. Educational Purpose

### Purpose

RLISD provides each student with a Chromebook/iPad for learning and collaboration. These devices, owned by the district, give students access to G-Suite for Education, online tools, and educational websites. They are intended solely for school-related activities—not for gaming, social media, or high-end computing.

### Focus

This 1:1 program equips students with technology to meet modern educational needs.

### Benefits

The Chromebook/iPad program supports:

- Easy access to assignments and resources anytime, anywhere
- Tools for creating and sharing original work
- Real-time feedback from teachers and peers
- Personalized and differentiated learning opportunities
- Collaboration in groups and projects

- Streamlined workflows for students
  - Equity through access to essential digital tools
  - Digital citizenship skills
  - Stronger communication between school and home
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## **II. Device Care and Precautions**

### **A. Procedures**

- Parents/guardians and students must sign the RLISD Chromebook Agreement before a device can be issued. Without this signed agreement, students cannot take devices home.
- **High School Students (Grades 9–12):** Devices may be taken home for schoolwork and projects.
- **Elementary & Junior High Students (Grades PreK–8):** Devices will remain on carts at school. Parents/guardians must request home use in writing and receive approval from the campus administration before a device can be taken off campus.
- At the end of the school year, students must return their Chromebook/iPad and charger. Unreturned devices will be charged at full replacement cost.
- Students transferring or withdrawing from RLISD must return their device and charger to the Technology Director on their last day to avoid replacement charges.

### **B. Repairs and Replacements**

- Report any device issues immediately to the Technology Director.
- All repairs and maintenance must be handled by RLISD. Do not attempt repairs yourself or take the device to outside services.
- Families are responsible for repair or replacement costs if damage results from misuse or neglect.

### **C. Caring for Your Device**

Students are responsible for keeping their devices in good condition. The district is not liable for loss or damage. If a device needs repair, students should take it to the Technology Director. Loaner devices may be issued when available.

#### **General Precautions**

- Keep food and drinks away from your device.
- Insert cords and accessories carefully.
- Avoid using or storing devices near pets or in extreme temperatures.
- Do not write, draw, or place stickers on devices.
- Shut down when not in use to conserve battery life.
- Never store the Chromebook with the screen exposed (tablet mode).
- Do not stack heavy objects on the device or put pressure on the screen.
- Keep the RLISD barcode sticker intact.

#### **Carrying and Screen Care**

- Always carry your device carefully and never lift it by the screen.
- Avoid placing items in the device or case that could press against the screen.

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## **III. Chromebook Use**

### **A. Expectations for Use**

Chromebooks are an educational tool provided to students for schoolwork and learning. Students are expected to:

- Bring their charged Chromebook to school each day.
- Use devices only for educational purposes.
- Follow teacher instructions for Chromebook use during class.

**B. Chromebook Use at School**

- Students must bring Chromebooks to all classes unless told otherwise by a teacher.
- School announcements, calendars, and resources may be accessed on the device.

**Forgotten Devices**

- Chromebooks should be brought to school every day.
- Repeat violations may result in loss of privileges or disciplinary action.

**Devices Under Repair**

- Loaner devices may be issued during repairs, subject to availability.
- Students are responsible for any damage to loaners and may not take them home without permission.

**Charging Devices**

- Charge your Chromebook each evening.
- Students may use school charging stations if needed.
- Repeated failure to charge devices may lead to consequences.

**C. Proper Use and Restrictions**

- Do not use inappropriate images, language, or content as backgrounds or screensavers.
- Do not share passwords or access accounts that are not yours.

**Inappropriate Use Includes:**

- Taking inappropriate photos or videos
- Visiting non-school-related websites
- Playing games during class without approval

- Cyberbullying or inappropriate searches

**Consequences May Include:**

- Detention or restricted Chromebook use (school hours only)
- Temporary or permanent loss of device privileges
- Suspension for severe offenses

**D. General Guidelines**

- Technology use is a privilege, not a right.
- Follow all federal/state laws and RLISD's Responsible Use Policy.
- Altering data, software, or another student's files is considered vandalism and will result in disciplinary action.
- If a student leaves their Chromebook at home three times, they will meet with the principal for further discipline.

**E. Privacy and Safety**

- Do not enter chat rooms or send chain letters unless directed by a teacher.
- Do not share personal information (name, address, phone, etc.).
- RLISD may monitor or inspect Chromebook use at any time.
- Report inappropriate websites or content immediately.

**F. Legal and Ethical Use**

- Follow copyright, trademark, and license agreements.
- Plagiarism and hacking are strictly prohibited and subject to discipline and/or prosecution.

**G. AI Usage Policy**

Students must:

- Obtain teacher permission before using AI tools for assignments.
- Avoid plagiarism by ensuring AI-generated content is cited and combined with original thought.
- Use AI responsibly to support—not replace—learning.

**Violations May Result In:**

- Grade penalties, loss of AI privileges, or parental notification
- Counseling or other disciplinary action

**H. Sound and Printing**

- Keep sound muted unless a teacher gives permission.
  - Use headphones only with teacher approval.
  - Students are encouraged to share work digitally; printing may be available in school libraries if needed.
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**IV. Using Your Chromebook Outside of School****A. Outside of School Use**

- Students are encouraged to use their Chromebooks at home and other locations for learning.
- Most Chromebook features require Wi-Fi, but some applications work offline.
- RLISD policies and guidelines apply to Chromebook use at all times, regardless of location.

**B. Managing and Saving Digital Work**

- Chromebooks provide access to G-Suite for Education (mail, calendar, documents, presentations, spreadsheets, forms, and more).

- With an Internet connection, students can work and collaborate in real-time, from anywhere.
- All work is stored in Google Drive and accessible on any Chromebook.

### **C. Operating System and Security**

- Only the RLISD-managed Chrome OS may be used. Students may not install other operating systems.

### **D. Privacy and Monitoring**

- Students should not expect privacy when using a Chromebook. RLISD may monitor, access, and record device activity at any time to support district operations.
- Teachers, administrators, and the technology director may use monitoring software to view student screens and activity during login.
- Internet access is filtered in compliance with the Children's Internet Protection Act (CIPA).

### **E. Updates and Inspections**

- Chromebooks and iPads update automatically. No manual updates are needed.
- Devices may be randomly inspected for care, maintenance, and inappropriate content.

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## **V. Software on Chromebooks/iPads**

### **A. Pre-Installed Software**

- Chromebooks/iPads come with RLISD-approved software and apps. These tools support education and include offline capabilities for some programs.
- Devices run the latest version of Chrome OS and come with essential educational applications.

### **B. G-Suite Access**

- Students use their @students.rlisd.net accounts to access G-Suite tools (Docs, Sheets, Slides, Gmail, and Drive).
  - All work is stored in Google Drive for easy access.
  - Additional apps or extensions require district approval.
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## **VI. Appropriate Uses and Digital Citizenship**

### **A. Educational Use**

- Devices are for school-related purposes. Students must follow RLISD's Responsible Use Policy.
- Always use your @students.rlisd.net account for school services.

### **B. Digital Citizenship Guidelines**

- **Respect Yourself:** Use appropriate usernames and post responsibly.
- **Protect Yourself:** Keep personal information private and report unsafe behavior.
- **Respect Others:** Do not harass, bully, or visit inappropriate websites.
- **Protect Others:** Avoid forwarding or sharing harmful content.
- **Respect Intellectual Property:** Cite sources and follow copyright laws.
- **Protect Intellectual Property:** Do not download illegal software or media.

### **C. Privacy and Safety**

- Do not enter unauthorized chat rooms or change files that aren't yours.
- Personal information (name, address, passwords, etc.) must be kept private.
- RLISD may monitor and inspect devices at any time.

### **D. Legal and Ethical Use**



- Comply with copyright, trademark, and license laws.
- Plagiarism and hacking are strictly prohibited and may result in disciplinary action.

#### **E. Email Use**

- Use district Gmail accounts for academic purposes only.
  - Communicate respectfully. Mass emails, spam, and private chats during class are not allowed.
  - All email activity is monitored and may be reviewed by administrators.
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## **VII. Device Use Agreement**

### **Robert Lee ISD Device Use Agreement**

Robert Lee ISD is excited to provide your student with a Chromebook/device to support their schoolwork and projects. Before taking the device home, both the student and parent/guardian must sign this agreement. Devices are checked out through the Technology Department and must be returned to the school if the student moves or at the end of the school year.

#### **Parent/Guardian Responsibilities**

I authorize my child to receive a Chromebook/device and understand that:

- The device is a learning tool and must be used according to the Robert Lee ISD Responsible Use Policy, the Device Policy and Usage Handbook, and the Student Code of Conduct.
- I am responsible for ensuring the device is returned on time and in good condition.
- I will be financially responsible for any damage or loss.
- Repair/replacement costs depend on current part availability and whether repairs are done on campus or must be sent out. Prices are approximate and may change.

#### **Estimated Costs (subject to change):**

- Chromebook Replacement: \$260.00

- Charger Replacement: \$40.00
- Cracked Screen: \$50–\$100
- Keyboard Repair: \$25.00
- Hotspot Replacement: \$90.00
- Hotspot Charger Replacement: \$15.00

**Parent/Guardian Name (Printed):** \_\_\_\_\_  
**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### **Student Responsibilities**

I agree to:

- Take care of the device while it is in my possession.
- Not allow another student to use my assigned device.
- Follow all rules outlined in the Responsible Use Policy, Device Policy and Usage Handbook, and Student Code of Conduct.
- Return the device on time and in good condition.

**Student Name (Printed):** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Technology Department Only:**

Chromebook/Device Barcode: \_\_\_\_\_  
Check-Out Date: \_\_\_\_\_

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