RLISD

Student Device Policy & Usage Handbook

2024-2025

Section 1: Educational Purpose

A. **Purpose**-RLISD is providing all students with a Chromebook/IPad to use for learning and collaboration. This device is the property of RLISD. The Chromebook will allow student's access to G-Suite for Education, educational web- based tools, as well as many other useful websites. The device is an educational tool that is not intended for gaming, social networking or high end computing.

B. **Focus**-The focus of the 1:1 (1 Chromebook/IPad per student) program is to provide a device that meets the needs of today's students.

C. **Facilitates-**The Chromebook/IPad 1:1 Program facilitates:

- Instant access to course assignments and resources in and out of school
- Opportunities to create original work and demonstrate learning using technology tools
- Increased feedback from teachers and peers to guide learning
- Increased opportunities to engage in differentiated, individualized and personalized learning
- Enhanced opportunities for group and project based learning
- Improved student workflow through the use of technology tools
- Access to collaborative technologies to work with others locally and globally
- Access to tech tools designed to promote equity in the classroom
- Opportunity to learn and practice digital citizenship
- Increased school to home communication

Section 2: Device Care and Precautions

A Procedures
  a. Parent/Guardian Signatures-All parents/guardians and students are expected to sign the RLISD Chromebook. Agreement before a Chromebook/IPad can be issued to the student. Without the signed agreement, students will not be able to take their Chromebook out of the school.
  b. **End of Year-**At the end of the school year, students will turn in their Chromebooks/IPad and charger. Failure to turn in a Chromebook will result in the student being charged the full replacement cost of the device.
  c. Transferring/Withdrawing Students-Students who transfer out of or withdraw from RLISD must turn in their Chromebook/IPad and charger to the Technology Director on their last day of attendance. Failure to turn in the Chromebook/IPad will result in the student being charged the full replacement cost of the device.

B. Repair/Replacement

  a. Report problems with your Chromebook/IPad immediately to the Technology Director. Maintenance and repairs will be done by the Technology Director. ***Do not take District-owned Chromebooks/IPad to outside computer services for any type of repairs or maintenance. Do not attempt to alter, repair or open the Chromebook yourself.*** Similar to school textbook guidelines, damage caused by misuse or abuse of the Chromebook will be the responsibility of the student and family.

C. Caring for Your Chromebook/IPad

a. Responsibility-Students are responsible for the general care of the Chromebook which they have been issued by the school. The District is not responsible for the safekeeping and protection of student issued devices. Chromebooks/IPad that are broken or fail to work properly must be taken to the Technology Director. If a loaner Chromebook/IPad is needed, one may be issued to the student until their Chromebook can be repaired or replaced (subject to loaner availability). If a device is left unsupervised and is broken, it is the responsibility of the student in which the device is scheduled out for repair/replacement costs.

b. General Precautions

- No food or drink should be next to your Chromebook/IPad while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/IPad.
- Chromebooks/IPads should not be used or stored near pets.
- Chromebooks/IPads should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks/IPads must remain free of any writing, drawing, stickers, or labels.
- Chromebooks/IPads should be shut down when not in use to conserve battery life.
- Do not store your Chromebook with the screen exposed (tablet mode).
- Heavy objects should never be placed on top of Chromebooks/IPads.
- Do not expose your Chromebook/IPad to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Chromebooks/IPads have a RLISD barcode sticker to identify each device. This sticker must not be removed, damaged, or altered in any way.

c. Carrying Chromebooks/IPads

- Always transport Chromebooks/IPads with care.
- Never lift Chromebooks by the screen.

d. **Screen Care-** the Chromebook/IPad screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open or tablet position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Section 3: Chromebook Use

A. **Expectations for Use-**The student Chromebook is an educational opportunity and responsibility. It allows for access to tools and resources not found in traditional offline educational materials; 24/7 access to devices is provided so students can have access to these tools and

resources anytime, anywhere. Chromebooks will be used for educational purposes only and must be at school, fully charged, daily.

B. Using Your Chromebook at School

a. Chromebooks are intended for use at school each day.

b. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.

c. Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher**.**

d. Chromebooks Left at Home
- It is expected that Chromebooks are brought to school each day.
- Repeat violators of this policy will result in loss of privileges or other consequences as necessary.

e. Chromebooks under Repair
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student.
- Loaner Chromebooks do not go home unless arrangements are made with staff.
- If loaner Chromebooks are lost, stolen or damaged they will be assessed fine in line with the offense up to the amount needed to replace the device.

f. Charging Your Chromebook
- It is expected that Chromebooks are brought to school each day fully charged. If devices are not fully charged, students are responsible for charging them throughout the day at a school charging station.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in consequences.

g. Backgrounds and Password
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

C. Inappropriate Use of the Chromebook in School

a. Inappropriate use of the Chromebook may include but is not limited to:
taking inappropriate pictures
b. Accessing sites that are not school related during school
c. Cyberbullying
d. Playing non-educational and unapproved games during school time
e. Inappropriate Google searches of words or images

1. **Consequences could include:**
- Detention
- Chromebook use only during school hours - not allowed to take it home
- Chromebook ban
- Tech ban from all school devices for a specific amount of time

- Suspension

D. General Guidelines

a. Responsible Use Policy, that this is just a section of the entire policy.
b. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of RLISD.
c. Students are responsible for their ethical and educational use of the technology resources of the RLISD.
d. Access to the RLISD resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Responsible Use Policy.
e. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
f. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, Principal, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
g. If a student leaves their Chromebook home three times, they will be asked to visit the Principal for further discipline.
**This includes parents/others taking the device for their personal use.
h. The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
i. Non-compliance with the policies of this document will result in disciplinary action.

E. Privacy and Safety

a. Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
b. Do not open, use, or change files that do not belong to you.
c. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
d. Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the RLISD.
e. If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and tell an adult.

F. Legal Property

a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
b. Plagiarism is a violation of the student policy. 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.
c. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

G. AI Usage Policy

A. **Purpose-**The purpose of this AI Usage Policy is to establish guidelines for students regarding the appropriate use of AI technology within the educational setting. The policy aims to promote

academic integrity, encourage critical thinking, and ensure responsible and ethical use of AI tools.

B. AI Usage Guidelines
   a. Permission: Students are required to obtain explicit permission from their teacher before using AI technology for any academic purposes. This includes using AI tools for research, writing, problem-solving, or any other educational activities.
   b. Academic Integrity: Students must adhere to the principles of academic integrity when using AI technology. It is considered plagiarism to use AI-generated content without proper attribution or without incorporating one's own original thoughts and ideas.
   c. Responsible Use: Students should use AI technology responsibly and ethically. This includes using AI tools to enhance their learning experience, improve their understanding of concepts, and develop critical thinking skills. Students should not use AI technology to cheat, deceive, or gain an unfair advantage over others.
   d. Verification and Validation: Students should critically evaluate the accuracy, reliability, and credibility of AI-generated content. They should verify and validate the information obtained through AI tools by cross-referencing with reputable sources and consulting with their teachers.
   e. Data Privacy: Students should be mindful of data privacy and security when using AI technology. They should only provide personal information or data when necessary and ensure that their actions comply with applicable privacy laws and regulations.
   f. Ethical Considerations: Students should consider the ethical implications of using AI technology. They should be aware of the potential biases, limitations, and ethical dilemmas associated with AI tools and make informed decisions about their usage.
   g. Academic Support: Students should seek guidance and support from their teachers regarding the appropriate use of AI technology. Teachers can provide valuable insights, resources, and assistance to ensure that students maximize the benefits of AI tools while maintaining academic integrity.

C. **Consequences of Violation**-Any violation of this AI Usage Policy may result in disciplinary actions, which may include but are not limited to:
   a. Academic penalties, such as a reduction in grades or failure of assignments
   b. Loss of AI technology privileges
   c. Parental notification
   d. Counseling or educational interventions
   e. Other disciplinary actions as deemed appropriate by the school administration

D. By adhering to this AI Usage Policy, students can harness the power of AI technology in a responsible and ethical manner, enhancing their learning experience while upholding academic integrity. It is essential for students to understand the guidelines outlined in this policy and seek guidance from their teachers to ensure the appropriate and effective use of AI tools.

E. Sound
   a. Sound must be muted at all times unless permission is obtained from a teacher.
   b. Headphones may be used at the discretion of the teachers.
F. Printing

   a. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students may have the capability to print to the libraries.

Section 4: Using your Chromebook outside of school (Secondary Students)
A. Outside of School Use
   a. Students are encouraged to use their Chromebooks at home and other locations outside of school.

b. A Wi-Fi Internet connection will be necessary for the majority of Chromebook use however, some applications can be used while not connected to the Internet. Students are bound by the RLISD Responsible Use Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

B. Managing and saving digital work with a Chromebook/IPads

a. G-Suite for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. The G-Suite lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.

b. With a wireless Internet connection and their Chromebook, students can access documents and files anywhere, at any time.

C. Operating System and Security

a. Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

D. No Expectation of Privacy

a. Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

E. Monitoring Software

a. Teachers, school administrators, and the technology director may use monitoring software that allows them to view the screens and activity on student Chromebooks. This is visible when they use their student login.

b. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).

F. Updates

a. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. IPads are also automatically updated.

G. Inspection

a. Students may be selected at random to provide their Chromebook/IPad for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Section 5: Software on Chromebooks/IPads

A. Originally Installed Software

a. Chromebook/IPad software is delivered via the Chrome Web Store. Some applications are available for offline use. The software originally installed on the

Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

   b. All Chromebooks/IPad are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment.

B. G-Suite for Education (@students.rlisd.net Accounts)

   a. Chromebooks seamlessly integrate with the G-Suite for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets, Slides, Drawings, Forms, Gmail, Groups, Photos, and many more.
   b. All work is stored within Google Drive, Additional Apps, and Extensions
   c. Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by RLISD.

Section 6: Appropriate Uses and Digital Citizenship

A. School-issued devices should be used for educational purposes and students are to adhere to the Responsible Use policy and all of its corresponding administrative procedures at all times. If students need to sign up for specific services on their device, they should ALWAYS use thei@students.rlisd.net account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services.

B. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

● **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.

● **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

● **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

● **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.

● **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

● **Protect Intellectual Property.** I will request to use the software and media others

produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity

C. Privacy and Safety

a. Do not go into any chat rooms other than those set up by your teacher.

b. Do not open, use, or change computer files that do not belong to you.

c. Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.

d. Remember that network storage is not guaranteed to be private or confidential. District

e. Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.

f. If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

D. Legal Propriety

a. All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.

b. Plagiarism is a violation of school policies. 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.

E. Email

a. Students in need of email for academic reasons will be allowed email access through an address assigned by the district. This email access will be through the Google Gmail system managed by RLISD. These email systems are monitored by the RLISD Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.

b. Always use appropriate language.

c. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.

d. Do not send mass emails, chain letters, or spam.

e. No private chatting during class is allowed without permission.

f. **Email is subject to inspection at any time by school administration**

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c. Responsible Use: Students should use AI technology responsibly and ethically.
d. Verification and Validation: Students should critically evaluate the accuracy, reliability, and credibility of AI-generated content.
e. Data Privacy: Students should be mindful of data privacy and security when using AI technology.
f. Ethical Considerations: Students should consider the ethical implications of using AI technology.
g. Academic Support: Students should seek guidance and support from their teachers regarding the appropriate use of AI technology.

C. **Consequences of Violation**-Any violation of this AI Usage Policy may result in disciplinary actions.