

**CYPRESS-FAIRBANKS ISD**

**HIGH SCHOOL  
LAPTOP PROJECT**



**STUDENT  
HANDBOOK**

**2011-2012**

# The CFISD Laptop 1:1 Project

**Welcome to the High School Laptop Project!  
You are very fortunate to be able to participate  
in an innovative and exciting technology-based  
course!**



- Who:** All eleventh grade students taking US History
- What:** Laptops, chargers, cases, earbuds, and textbook CD
- When:** Beginning September 2011 for the 2011 - 2012 school year
- Where:** Anytime, anywhere – 24/7!
- Why:** To provide you, the student, with valuable technology experience to better prepare you for college or the workforce upon completing high school.
- How:** Through bond funds approved in 2007

## **Things to Know**

1. You will receive a laptop, charger, case, earbuds and textbook CD.
2. In exchange for the right to use the laptop away from school, students will pay a non-refundable insurance fee of \$25. Payments must be made before taking possession of the laptop.
3. All equipment will be bar-coded with a control tag which must remain on the items at all times.
4. Only CFISD laptops can be used at school or on the district network.
5. Each laptop will be tracked through an asset recovery system which can locate a stolen/lost laptop when it is connected to the Internet.
6. You should have no expectation of privacy with respect to information stored on and/or accessed from the laptop. The laptop belongs to CFISD and appropriate district and school officials may monitor its use or access its content at any time. Inappropriate content will not be allowed on the laptop.
7. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the CFISD Student Handbook, CFISD Acceptable Use Policy and the Parent and Student Laptop Handbooks.

# Care of Your Laptop

You are responsible for the general care of the laptop assigned to you. Laptops that are broken or fail to work properly must be taken to the campus repair center.

- Keep food and/or liquids a safe distance from your laptop.
- Heavy objects placed on top of the laptop can damage it.
- The laptop screens are very sensitive so take care to not touch or poke the screen with anything.
- Make sure there is nothing (pens, pencils, spirals, books, etc.) in your laptop before you close the lid.
- Keep the outside of your laptop free of stickers or anything else that will deface it.
- Repairs to your laptop or charger should be made only by a district-approved qualified technician.
- Your laptop cannot handle extreme temperatures so don't leave it in a car or outside.
- Your laptop can overheat if the vents are blocked so do not use it on carpet or paper.
- Take every precaution to make sure your laptop is protected when you are going from class to class by storing it in its carrying case.
- Your laptop needs to be fully charged each night. There will be limited places for you to recharge your computer at school.

# **Internet Access Away From Campus**

In order to access the Internet away from campus:

- You must have access to an Internet service provider.
- The laptop can be 'hardwired' to a switch, hub, or router using an Ethernet cable.
- If you have access to an existing wireless access point, the laptop can join your wireless network.
- CFISD can't provide direct assistance in connecting your laptop to any non-CFISD network, but, a tip sheet is available for your use.

## **Security**

Various security measures are used on CFISD laptops.

Primary forms of security are:

- Each laptop will be equipped with Computrace software which locates lost/stolen computers using an Internet tracking system. Recovered laptops will be returned to CFISD.
- Computer security is in place on each system to prevent certain activities. These include, but are not limited to, downloading, installing, or removing software, and changing system settings.
- Internet filtering software automatically filters access to the Internet, both on campus and off campus.

# Lost or Stolen Laptops

If your laptop becomes lost, stolen or vandalized, you must report the situation to your campus Administrator by the next school day following the occurrence. The following procedures will be followed:

1. You, the student, report the lost/stolen situation to your campus Administrator.
2. You must complete a police report. **Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.**
3. If the laptop is stolen and student reports the theft (by the next school day) and filed a police report, then the student will be charged only the insurance deductible, provided the loss is not a “mysterious disappearance.”
4. Another laptop will be issued to you.

If you lose your laptop a second time, you will follow the same procedure outlined above **EXCEPT you will no longer receive a laptop that you can take home.** You will have access to a laptop in the classroom to complete daily assignments.

- **Students will be charged a replacement fee for the laptop if lost through “mysterious disappearance” or if deliberately damaged beyond repair.**
- Students/Parents are responsible for reasonable cost of repair for deliberately damaged laptops.

# Repair Procedures

The campus repair center will be open from 6:45 – 7:15 am, or 2:35 -3:35 pm. If technical issues arise, you must take your laptop to the campus repair center. If the district barcode tags are missing, you must take your laptop or item to the campus repair center.

While your laptop is being repaired, there are several options available for continued use of technology.

- Network Student Folders/Digital Lockers

You have a network folder in which to store digital files. You can save work in this folder, and access your work from any computer on the network.

- Classroom Computers

Each classroom has computers that are available for your use.

- “Loaner Laptops”

If your laptop is damaged, it will be repaired as quickly as possible. If available, a temporarily assigned, “loaner laptop,” will be issued. The policies outlined in this handbook also apply to the loaner laptop.

A loaner laptop may not be provided if damage is determined to be deliberate.

- Flash Drives

# Repair Cost Information

The laptops are issued in good working condition with standardized software installed. Failure to keep the laptop in good working condition could result in out-of-pocket costs. All monies owed must be paid in full before a laptop will be reissued.

- The non-refundable use and maintenance fee of \$25.00 does not cover loss or damage due to negligence.
- For an insured loss, such as accidental damage or for a lost or stolen laptop, provided the loss is not due “mysterious disappearance,” you or your parents must pay a \$50 fee which is the deductible amount of the insurance.
- For deliberate damage to the laptop, you or your parents are responsible for reasonable cost for repair or replacement.
- Laptops not returned, for any reason, at the end of the school year or when a student withdraws will be considered stolen. Under the Texas Penal Code, section 33.02, Breach of Computer Security will be enforced.

## Table of Estimated Repair Pricing

|   |       |
|---|-------|
| Repair Loss, Deliberate<br>Damage, or Neglect                       |       |
| Broken Screen (LCD)   | \$265 |
| Keyboard  | \$22  |
| Power Adapter + Cord  | \$21  |
| Battery   | \$44  |
| Re-image of Hard Drive due to<br>violation of Acceptable Use Policy | \$15  |
| Abandonment Fee (if eventually found)                               | \$15  |
| Approved Laptop Case  | \$5   |
| Bezel   | \$10  |

The costs of any other parts needed for repairs will be based on manufacturer's current price list.

## **I Promise to...**

- be responsible for my laptop at all times.
- secure my laptop in a locker when not using my laptop for class.
- carry and store my laptop in the laptop case provided by the district at all times.
- log in to the District network using my assigned username.
- use the earbuds provided by the district when using my laptop in an instructional setting.
- report technical problems with my laptop to the campus repair center.
- back up critical files regularly on the network drive and/or a portable USB drive.
- not share my login password with anyone.
- not loan my laptop or any laptop component to another student for any reason.
- not change the standardized software already loaded on the laptop.
- not change the screensaver or any of the settings on the computer.
- not download music, videos, games or programs, other than those used during instruction.
- not delete any files or folders that I did not create because deletion of certain files can affect the performance of the laptop and can interfere with my ability to complete class work which may affect my grade.
- not use my laptop while riding on the bus.

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