



Tablet 1:1 Initiative

Handbook Overview

This handbook is intended to provide essential information about the use of student Tablet computers in Pasadena ISD. The one to one student and teacher Tablet program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home. All participants in the program will understand and abide by the policies and procedures set forth in this handbook.

This handbook should be read carefully. The Student/Parent Tablet Use Agreement at the back of this booklet is a copy of what you and your child will sign upon commitment to participate in the program.

Program Purpose

Pasadena ISD is preparing our students for the Digital Age by integrating technology into their classroom lessons. Technology serves as a bridge to more engaged, relevant, meaningful and personalized learning experiences. Through the Tablet initiative, students will have access to a Tablet, and academic software. It is the responsibility of parents and educators to provide an environment in which our students develop the skills necessary for successfully living, learning and working in the 21st Century.

Pasadena ISD Mission Statement

The mission of Pasadena ISD, the gateway to unlimited opportunity for the youth of our culturally rich community, is to empower students to become accomplished, self-directed, and collaborative citizen-scholars who boldly contribute to an increasingly complex and evolving world by engaging in rigorous curriculum, relevant experiences, and positive relationships while embracing the uniqueness of each individual.

Program Guidelines

- Students will have no privacy rights regarding any information stored on, accessed from, or used with the Tablet. The Tablet is the property of Pasadena ISD, and appropriate District and school officials may monitor a computer or access its contents at any time.
- All students will be issued a Pasadena ISD Tablet with an identification tag. The identification tag **must** remain on the device at all times. If the identification tag is lost, the student must immediately notify a teacher or an administrator.
- Each Tablet will be identified by a specific number (bar code number) and assigned to a student. To ensure that a student always has his assigned Tablet, Tablets should never be switched.
- Under no circumstances may Tablets be left unsupervised. It is the student's responsibility to secure the Tablet.

Student and Parent Responsibilities

Student Responsibilities

- Students are personally responsible for their Tablet at all times, whether at home or school. If equipment becomes damaged, lost or malfunctions students shall report such damage to their teacher immediately. Students are responsible for any loss or damage made to the Tablet.
- Students shall bring their Tablet (fully charged) to school every day. Students are responsible for charging and maintaining the battery in their Tablet **daily**.
- Students are responsible for logging in under their assigned username.
- Students shall only make use of their Tablet and not access the Tablet of others.
- Students shall not leave their Tablets unattended
- Students shall be responsible for any activities conducted by others on their Tablet whether they had knowledge of that use or not.
- Students must not share their password with other individuals.
- Students are responsible for carrying their Tablet in the District issued case or a personal protected case at all times.
- Students shall not loan out their Tablet or any Tablet component for any reason.
- Students shall not download any software, music, pictures, videos or any other files or reconfigure the Tablet unless instructed by a teacher.
- Students shall save critical data to their assigned network drive or cloud storage.
- Log files are maintained with a detailed history of all Internet sites accessed and all student files are subject to monitoring.
- All use of the Internet and District issued equipment and devices must comply with the Board Policy * relating to use of District computer and internet resources as well as other electronic media.
- Only a Dell stylus/pen can be used on the Tablet.
- Intermediate students participating in this program will be required to adhere to the guidelines relating to use of District computer and internet resources as well as all other electronic media and telecommunication devices standards set in the Code of Conduct as it applies to high school and intermediate students.

Failure to follow the guidelines listed above can result in disciplinary action and may have an impact on student academic performance where appropriate.

*CQ (Legal), CQ (Local) and CQ –R

Parental Responsibilities

- Parents must review the Student Guidelines for Responsible Use of Technology in the Pasadena ISD student handbook with their student.
- Parents are responsible for monitoring their child's use of the Tablet, including Internet activity, while at home and away from campus at all times.
- An Internet activity report is available upon request.

Care of the Tablet

Students are responsible for the general care of the Tablet. It is in the student's best interest to take great care of the Tablet since the same Tablet will be reissued each year. Tablets that are broken or fail to work properly must be taken to the campus designated contact. Please follow these precautions:

- Do not leave the Tablet unattended.
- Do not place food and/or liquids near the Tablet.
- Do not stack heavy objects on top of the Tablet.
- Do not attempt to repair or reconfigure the Tablet.
- Do not write, draw, stick or adhere anything to the Tablet or the District issued case.
- Do not expose the Tablet to direct sunlight or extreme temperatures for extended periods of time.
- Do not leave the Tablet in any vehicle
- Do not obstruct the Tablet's vents, and do not place the Tablet on surfaces such as carpet while it is turned on.
- The Tablet must be properly stored when not in use.
- Keep the Tablet away from magnets.
- Use only a clean microfiber cloth to clean the screen.
- Do not place anything on the keyboard before closing.
- The power cord must not be plugged into the Tablet while in a case.

Tablet Security

Various security measures are used on Pasadena ISD computers. Security measures are not only used to protect Pasadena ISD assets, but measures are also taken to protect Pasadena ISD students. Three primary forms of security exist:

1. Computer Security:

Security is in place on each Tablet to prevent certain activities. These include, but are not limited to, downloading, installing software, removing software, and changing Tablet settings.

2. Filtering Software:

Internet filtering software automatically filters all access to the Internet while the student is at school and the Tablet is connected to the PISD network. Parents are responsible for monitoring their child's access to the Internet when the student is at home.

3. Electronic tracking is embedded in the Tablet

Fees, Fines and Repair

Each student is issued a Tablet. Tablets are covered by a factory warranty for the entire year that covers all manufacturers' defects. The Tablets are in good working order, and are issued with standardized software. Students are expected to keep the Tablet in good condition. Failure to do so could result in out-of-pocket costs summarized in the table on the following page. All monies owed must be paid in full before a Tablet will be reissued.

Accidental Damage and Protection Coverage (ADPC):

Accidental Damage and Protection Coverage will be purchased through the school for \$30.00 (*non-refundable*) per year by the parent/guardian. This coverage is payable in one lump sum at the start of the school year, or in special cases, paid in two installments as determined by the principal. **It does not cover loss or damage due to negligence.** Spot checks of Tablets will occur regularly. Students who fail to report damage or abuse will be subject to fines and to disciplinary consequences.

- Students found with inappropriate files on their Tablet, will have the Tablet re-imaged and will be charged a \$15.00 re-image fee.
- Missing or stolen Tablets must be reported immediately to school administrators. Failure to report immediately will result in the student's responsibility for the full replacement cost. It is the responsibility of the student/parent to provide information for a Pasadena ISD police report by the soonest available school day. This police report demonstrating evidence of theft must accompany any claim of theft.
- If a Tablet is deemed intentionally damaged or persistent damage is noted, the student is responsible for the full cost of the repair.

Item	Cost
Tablet Power Adapter	32.24
Screen	TBD
Keyboard and stand	\$71.49
Pen	19.24
Venue 11 Pro 5130	475.01

Pasadena ISD is committed to student use of technology to aid academic success. When a student's device is being repaired, there are several options available for continued use of technology.

- **Digital Student Folders And Online Cloud Storage:**
All students have a digital folder in which to store digital files. Students can save important work in this folder, and access their work from any computer on the network.
- **Loaner Tablets**¹** If a student's Tablet is damaged, it will be repaired as quickly as possible. If available, a loaner Tablet will be issued. The policies outlined in this handbook also apply to loaner Tablets.

Texas Penal Code

Sec. 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.

(c) When benefits are obtained, a victim is defrauded or harmed, or property is altered, damaged, or deleted in violation of this section, whether or not in a single incident, the conduct may be considered as one offense and the value of the benefits obtained and of the losses incurred because of the fraud, harm, or alteration, damage, or deletion of property may be aggregated in determining the grade of the offense.

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

Added by Acts 1985, 69th Leg., ch. 600, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1989, 71st Leg., ch. 306, Sec. 2, eff. Sept. 1, 1989; Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994; Acts 1997, 75th Leg., ch. 306, Sec. 2, eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 1411, Sec. 1, eff. Sept. 1, 2001.

¹ **A loaner will not be provided if the damage is determined to be purposeful.

Pasadena Independent School District

STUDENT & PARENT TABLET AGREEMENT

Student Name _____ Student ID# _____

Parent Name _____ Parent Email _____

Parent Social Security or Driver's License # _____

Address _____

Home Phone _____ Work Phone _____

District Fee

Every student will pay a \$30.00 annual usage fee. This fee will be paid at the beginning of each school year. The \$30.00 Tablet user fee will be applied to the cost of accidental damage coverage. If a Tablet is deemed intentionally damaged or persistent damage is noted, the student is responsible for the full cost of the repair. Please commit to one of the 2 types of payment options for the \$30.00 usage fee.

___ Money Order made payable to *Pasadena ISD (Tablet Use Fee)*

___ \$30.00 Cash

See the table of estimated pricing for various repair costs located in the handbook.

TERMS OF AGREEMENT

Before a Tablet is issued, the parent/guardian and student must sign the *Pasadena ISD Student & Parent Tablet Agreement, Responsible Use Policy* and pay the \$30.00 user fee. The student and parent/guardian will abide by the *Student & Parent Tablet Agreement, Authorized User Policy and Tablet Handbook*. Students and parents are responsible for damaged parts of the Tablet while in student's possession and use. Any failure to abide by these terms can end your right of possession effective immediately. The school official has the right to take possession of the Tablet immediately upon request.

If the Tablet is not returned immediately upon request, it will be considered lost or stolen. Signing this form is acknowledgement of receiving, understanding and agreeing to the terms outlined in the *Student and Parent Tablet Agreement*.

Signatures

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

OFFICE USE ONLY: Receipt Number: