

## **1. General Device Procedures**

### **1.1. Check-Out Procedures**

A campus designated Fort Bend ISD employee must check out all devices. Students checking out devices must have completed a request for devices and have a signed Lending Library Agreement in Skyward.

### **1.2. Check-In Procedures**

Devices must be returned to a campus designated Fort Bend ISD employee. Do not leave these unattended at any time.

Any student who withdraws or transfers must turn in their assigned devices immediately upon withdrawing from school. The school or district may require students to turn in devices at any point during the check-out period for maintenance or other reasons. Students must immediately surrender their assigned devices upon request by school personnel.

### **1.3. Device Settings**

Settings on the devices are set by the district. Students should not make any modifications to the settings (e.g. changing the screensaver or wallpaper). The district provided laptop is the ONLY device that should be connected to the hotspot.

### **1.4. Transporting devices**

Students will take their assigned devices home and return to school with it fully charged. Students are expected to keep their assigned devices in a secure location at all times, whether at school, home, or travelling between the school and home. Devices should be transported in the provided case and ensure that care is taken to make sure that the device is not damaged or mistreated during transport.

## **2. Taking Care of Your Device**

Students are responsible for the care of their assigned devices. Technical assistance is available to any student at the student's school.

### **2.1. General Precautions**

- a. Do not eat or drink while using your devices.
- b. Do not walk or run while using your devices.
- c. Do not draw on your devices.
- d. Do not allow others to use your devices unless directed by school personnel.
- e. Never leave your devices outside, in a car, or anywhere it could become damaged or stolen.
- f. Do not leave devices in a vehicle in plain sight. Device must be hidden from sight, ideally in the trunk of a car.

### **2.2. At Home and On the Move**

Devices should be transported safely between school and home daily. When transporting and using your devices off campus, follow these guidelines:

- a. Always keep your devices in its carrying case.
- b. Do not use your devices on the bus, while walking, or while doing activities that could cause damage.
- c. Take extra caution when in a public place or outside of your home or school.

### **2.3. Screen Care**

Your device's screen can be damaged by rough treatment.

- a. Do not put excessive pressure on the screen by leaning on it or stacking other items on it.
- b. Do not put items against the devices in your bag (such as pens, phones, etc.) that could scratch, puncture, or put pressure on it.
- c. Wipe the screen with a soft, dry cloth only (a microfiber or a clean cotton cloth works best -- do not use paper towels).

### 3. Using Your Device at School

All students are permitted to transport devices between school and home. Devices should never be left in lockers or classroom overnight.

#### 3.1. General

- a. Charge your devices every night, regardless of the amount of battery left. The battery will last all day if it is fully charged each night.
- b. The school will not provide extra chargers, cables, or locations for charging.
- c. Use your devices regularly and for a variety of purposes. This will ensure familiarity when you are completing assignments and doing other work.

#### 3.2. Security

Students are expected to create and remember passwords when necessary. Students should set strong passwords and remember them. School staff typically will not know a student's password. The process for having a password reset depends on the application.

- a. Your district Apps/Email password should be known only to you and your parents
- b. Students may share your passwords with your parents or with the Technology Help Desk, but no one else. Never email your password or share it with friends or others

#### 3.3. Getting Help

Each is unique, but generally, you should follow these steps:

- a. Troubleshoot the problem yourself: Try doing something differently, closing and restarting the program that is causing the problem, or restarting your device.
- b. Wait it out: Often, problems are resolved behind the scenes within a few minutes, especially when using online resources
- c. Consult a peer or your teacher for help: Chances are someone else may have experienced something similar  
It's worth asking around to see if anyone can offer advice
- d. Research it: If someone nearby does not have the answer, the Internet probably does.
- e. Take it to the Library: If you're still having trouble or can't figure out the problem on your own, take it to the helpdesk

Sometimes it will be necessary to skip some of these steps, depending on the situation. Always follow classroom and school rules. Having a problem with your assigned devices does not give you permission to talk out of turn, leave the classroom, or show up to the media center without a pass.

### 4. Using Your Device at Home

Since your assigned devices have hotspot for network access, it is easy to use anywhere and will have the same functionality as at school. The following section applies to anywhere off campus that the devices are being used.

#### 4.1 Balancing Device Time

Although you are encouraged to use your assigned devices regularly, while away from school, it is necessary to balance technology and non-technology time:

- a. Use your device only for schoolwork and personal organization, not entertainment.
- b. Use the communication features of your device for schoolwork only.
- c. Only stream videos and audio and use apps that support schoolwork.
- d. Turn your assigned device off while you sleep or charge it in another room overnight to avoid disruptions.

#### 4.2 Hotspot Data Access

Access to the internet is limited to the FBISD network or the district provided Hotspot. However, there is a limit to the amount of data that each device can use, and it should be monitored by each individual student:

- a. 4G internet access is filtered by FBISD tech services
- b. The device data plan is for that device only. Do not attempt to share the available data plan with other devices.

#### 4.3 General

Students should use their assigned devices at home under the same guidelines as at school. Obviously, home is a completely different environment, but the same general principles should apply:

- a. Follow the rules established by your parents.
- b. Apply the privacy and security guidelines outlined above.

- c. Respect the privacy and presence of others in the household.
- d. Pay attention to your data usage. Ration your data use so you do not run out.
- e. Keep your parents informed of what you are doing on your devices
- f. Use the devices for schoolwork and personal organization (not for entertainment).

## 5. Managing your Work

It is each student's responsibility to manage his/her own devices and content. Students should make their devices a personal learning device.

### 5.1. Privacy

Privacy when using technology is an important part of each student's experience. To ensure privacy:

- a. Never post information that would be considered private, like your home address, student ID, Social Security number, home phone number, credit card numbers, etc.
- b. Do not share your passwords except with your parents or with district personnel (if requested).
- c. Remember that anything you do on your devices could be made public, even if you are careful about who you share it with.
- d. Do not try to circumvent security policies on your devices (like the filter). Some of the methods students use to bypass security on school devices could collect information and cause the devices to not function properly.
- e. Use caution when communicating by email, chat, etc. Be wary of any communication that seems suspicious. Any communication regarding your Fort Bend ISD account will come through your teacher, not email

### 5.2. Ethical Use

Technology offers access to nearly unlimited information on the Internet. Students are expected to use their assigned devices in an ethical manner at all times:

- a. Plagiarism is unethical and inappropriate. Always cite sources and respect others' intellectual property.
- b. Certain functions of your assigned devices are disabled. Others are accessible but still could be used inappropriately. Remember that just because you can do something does not mean you should
- c. Lying, stealing, cheating, and bullying are wrong, even if you think you are anonymous or protected
- d. Circumventing security on your assigned devices will result in termination of your access to the devices
- e. Being an ethical user of technology means reporting issues to the appropriate authorities, standing up for victims, leaving a positive digital footprint, and using your assigned device for good.

### 5.3. Personal Accounts

You may choose to access personal accounts with your devices, however, if you do so, your personal accounts may be accessible by school staff under certain circumstances. While it is not the intent to monitor your personal information, some information may be accessible if your devices are turned in for maintenance, if a teacher or staff member checks your device's history or files, or if you use your devices for communications with other students. Adding your own personal accounts to your devices does not change the expectations appropriate use of the devices.

- a. Devices are for schoolwork and educational use only (not entertainment)
- b. All communications with teachers must be made with school email accounts only
- c. Any form of harassment, bullying, or intimidation is strictly prohibited
- d. Any files, pages, etc. that are accessed with your devices are subject to search by school staff

## 6. Lost, Stolen, or Damaged Device

The best way to prevent devices from becoming lost, damaged, or stolen is to handle it in a responsible and cautious manner. The following section addresses what happens if devices are lost, stolen, or damaged.

### 6.1. Precautions

- a. Keep your devices within sight or secured at all times When in class, your devices should be on your desk, in the carrying case, or in a place designated by your teacher. When it is not needed, your devices should be kept in the carrying case.
- b. When transporting your devices to and from class or school, it is best to keep it in the supplied carrying case.
- c. When at home, your devices should be placed in a location where damage is unlikely. Keep it within sight and never store anything on top of it. Keep it away from pets, water, or other places of potential damage.
- d. Never loan out your devices to anyone. You should be the only one to use your device.
- e. Check for your devices often. If at the end of class you do not have your devices in hand or in your carrying case, notify your teacher immediately

f. Never share your lock code, locker combination, or other passwords with anyone.

## 6.2. Damage

Damaged devices are those that have been dropped, crushed, had liquid spilled on them, been exposed to extreme temperatures, or physically harmed in some way. Damaged devices will likely malfunction and prevent you from using them effectively. Types of damage may include (but are not limited to) a cracked or shattered screen, broken keys or buttons, damaged headphone or USB ports, or scratched screen. Damage most often happens due to neglect or carelessness. In the event that your devices are damaged:

- a. Stop using them immediately. Trying to fix or assess the damage yourself could cause the problem to become worse.
- b. If possible, turn your devices off. Do not turn them on, especially if they are water damaged.
- c. Use caution. Damaged devices could cause injury.
- d. Report the damage and take your devices to your librarian immediately.
- e. Report exactly what happened. The cause of most damage is easily discoverable, but reporting it will save time and effort and will be considered when fixing/replacing the devices.
- f. Devices are the responsibility of the student/family. Every incident is carefully investigated.

Students who damage devices may be provided an additional device at the discretion of the staff of Fort Bend ISD. For a replacement to be offered, it will be necessary to pay the appropriate fee associated with the damage to the device.

## 6.3. Lost devices

Devices are valuable technology and all care should be taken to ensure that they are never lost. If you misplace your devices while at school:

- a. Immediately notify your teacher.
- b. Stop and think about where it might be.
- c. Retrace your steps.

If you misplace your device while at home or elsewhere:

- a. Notify your parents or others who are nearby who can help you look.
- b. Stop and think about where it might be.
- c. Retrace your steps.

If your devices are lost and you cannot quickly locate them, notify your teacher/campus personnel at school as soon as possible.

If you frequently misplace your devices, consider developing a routine to help you keep up with them.

- a. Keep your devices in the same spot when you get home. Always return them to that spot when you set them down.
- b. Check for your devices each time you leave a room, no matter where you are.
- c. Keep your devices in their carrying case when not in use.

## 6.4. Theft

Every precaution should be taken to prevent theft.

- a. Never leave your devices unattended in a public area or at school.
- b. Never ask someone else to watch your devices for you.
- c. Never leave your devices on display in a car, even if it is locked.
- d. Do not use your devices in unsecured locations (e.g. on the bus).

In the event that your devices are stolen while you are at school, report it immediately to your teacher. If your devices are stolen outside of school, note the time and location when you first noticed them missing. If you are in a public place, check to see if they were turned in to someone in authority. If devices are stolen or missing, you may be required to file a police report describing the events surrounding the theft of your devices.