



Student Laptop Handbook

Table of Contents

Table of Contents	1
Introduction	2
Policy Overview	3
Parent/Guardian Responsibilities.....	3
Receiving and Returning Your Laptop	3
Caring for Your Laptop	4
Laptop Protection Plan (LPP).....	5
Repair/Replacement Costs.....	5
Using The Laptop Securely	6
Responsible Use of Technology	6
Laptop Support.....	7
Frequently Asked Questions (FAQs)	7-11
1:1 Program.....	7
Costs and Protection Plan	9
Usage/Classroom/Educational Issues	10
Using Technology/Securing the Laptop	11
End of Year Procedures	11
Technology Acceptable Use Policy, Student User Agreement and Checkout Form.....	Sample Form

Introduction

Tempe Union High School District is dedicated to providing excellence in teaching and learning through its 1:1 technology initiative which issues freshman students a new laptop to use for school-related purposes, including note-taking, assignments, tests, research and asking questions. This initiative gives high school students the opportunity to use District-issued laptops to support their education.

This blended learning initiative provides exciting opportunities for students. Under the careful guidance of their teachers, students use the laptops in school and at home to support their education in a variety of ways.

This handbook outlines the basic information needed to successfully participate in the program.

Policy Overview

Tempe Union High School District uses technology to provide an exceptional learning experience for all students. Highlights from Governing Board Policy IJNDB - Use of Technology Resources in Instruction:

- Tempe Union High School District provides District technology to support the educational mission of its schools and to enhance the teaching and learning opportunities for students.
- The use of District technology by students is a privilege and subject to all applicable District policies and regulations, and state and federal laws.
- Students who violate District policy and its regulations may have their privilege to use District technology revoked and may also be subject to further disciplinary and/or legal action.
- All District technology remains under the control, custody and supervision of the District.

Parent/Guardian Responsibilities

A strong partnership between school and home will help students be successful using 1:1 technology. Parent/Guardian responsibilities:

- Review the information in this handbook.
- Read Responsible Use of Technology on page 6.
- Determine whether to select the Laptop Protection Plan offered by the District or assume the financial responsibility for damage, loss, or theft. Plan details on page 5.
- Read the Technology Laptop User Agreement contained in the Student Handbook
- Monitor student use away from school.
- Ensure the laptop is properly cared for outside of school.

Receiving and Returning Your Laptop

To receive a laptop, a student must submit a signed Technology Laptop User Agreement to acknowledge receipt of the laptop and understanding of responsibilities related to the laptop. (Sample agreement form attached to end of this document)

Your laptop must be returned to the school:

- at the end of the school year in which you graduate,
- upon withdrawal or transfer to another school district, or
- at the request of the school administration.

The laptop must be returned in working order with all parts and accessories included or the appropriate fees will be assessed. The fee schedule is on page 5.

Caring for Your Laptop

Proper use and care of your laptop is essential. This includes caring for the included power cord. Please follow these guidelines:

At all times

- Follow the Responsible Use of Technology guidelines on page 6.
- Protect your laptop from damage due to food, liquids, or extreme heat or cold.
- Do not place items on top of your laptop.

At school

- Do not leave your laptop unattended.
- Secure your laptop properly in your bag or backpack when not in use.
- Keep your power cord with you.

At home

- Charge your laptop every night. Students are expected to come to school with a fully charged laptop.
- Store power cord with your laptop.
- Do not leave your laptop unattended where it could be accidentally damaged by food, liquids, pets, or small children.

Traveling to and from school

- Do not leave your laptop in a vehicle or on the school bus.
- In public, keep your laptop out of view.
- Secure your laptop properly in your bag or backpack while traveling.

Laptop care

- Use a soft, dry microfiber or lint-free cloth to clean your laptop screen.
- Report any issues with your laptop promptly to a parent, teacher, librarian, school IT Technician or Bookstore employee.
- Do not remove or tamper with the District barcode on your laptop.
- Do not install, uninstall or modify any application, game or operating system component without school authorization.
- Do not deface the laptop exterior, including unauthorized stickers.

Laptop Protection Plan (LPP)

As part of the 1:1 technology initiative, parents have the option to enroll in the District's Laptop Protection Plan (LPP). Enrollment in the plan will minimize the potential repair and/or replacement costs associated with the laptop.

By selecting this plan on the Technology Laptop User Agreement, you agree to pay a school year fee of \$30 to be enrolled in the LPP. If a laptop becomes damaged, your student will take it to the school IT Technician and pay a \$20 assessment fee. If the laptop is lost or stolen, a fee of \$200 will be assessed to cover the cost of the laptop. These fees apply to each occurrence.

Enrollment in the LPP does not begin until the annual \$30 school year fee has been paid.

What's covered under the LPP?

- Accidental damage, such as cracked screens or cases, broken keyboards, etc.
- Battery replacement (if it is determined that the battery is malfunctioning).
- Loss of power cord.
- Replacement of lost or stolen laptop. If the laptop is stolen, a police report must be filed with a copy of the report sent to the District.
- Incentive \$10 On-Account Credit received at the end of the school year if no laptop related debt exists at the end of the school year.
- On-Account Credit can be applied toward any other purchases at bookstores.
- On-Account Credit cannot be refunded upon graduation or withdrawal.

Intentional damage to the laptop is not covered under the plan

Repair/Replacement Costs

Parents and students who choose not to purchase the Laptop Protection Plan are responsible for 100 percent of all repair and replacement costs for the laptop.

The following prices are estimates, as exact costs for each repair will be made upon further inspection of the damaged laptop.

Lenovo Model

In addition to the \$20 assessment fee the following replacement/repairs cost apply:

	<i>with LPP</i>	<i>without LPP</i>
Laptop	\$200	\$525
Motherboard	\$20	\$210
Screen	\$20	\$130
Battery (internal)	\$10	\$15
Power cord	\$20	\$45
Keyboard	\$5	\$10
Keyboard cover	\$10	\$15
Cover (top or bottom)	\$5	\$10

Should a student's laptop become accidentally damaged, they will be provided a loaner laptop while their assigned laptop is being repaired. The loaner must be returned upon completion of the repairs. This loaner laptop may or may not be of equivalent performance or features.

All repairs must be made by Tempe Union High School District certified technicians

Using The Laptop Securely

Students are required to enter their District-assigned user ID and password to operate the laptop. The laptop has security features and filtering intended to protect and prohibit your student from accessing inappropriate materials on the internet, unless specific action has been taken to bypass these features. Security features and filtering are in effect at school, and on home or other networks, including public libraries, restaurants and airports.

Responsible Use of Technology

Students must use the laptop in compliance with Governing Board Policy IJNDB, which outlines appropriate technology use. Students and parents must acknowledge that they have read this policy, including its regulation, and understand that violation of this policy will result in a loss of privileges and may be subject to further disciplinary action.

Prohibited uses

Students are responsible for their actions involving District technology, along with personal files, passwords, and accounts. Uses and activities that are expressly prohibited include:

- Accessing or downloading VPNs or other proxy-avoiding extensions with the intent of bypassing District security features and filtering.
- Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.
- Soliciting or distributing information with the intent to threaten, harass or bully others.
- Using District technology for any illegal activity or activity that violates other Board policies, procedures, and/or school rules.
- Copying or downloading copyrighted materials, including software, without the permission of the copyright owner or express authorization of the student's teacher or principal.
- Representing as one's own work any materials obtained on the internet, such as term papers and articles. When internet sources are used in student work, the author, publisher, and website must be identified.
- Using an unreasonably high level of internet bandwidth provided by District technology.
- Using District technology for non-school-related purposes.

- Sharing passwords, using other users' passwords without permission, and/or accessing other users' accounts.
- Any malicious use, disruption or harm to the school's technology laptops, networks and internet services, including, but not limited to, hacking activities and creating or uploading malware.
- Accessing social networks without specific authorization from the supervising teacher.
- Misuse of a school name or logo on a personal website that gives the reader the impression that the website is an official school or District website.

The District retains control, custody and supervision of all District technology. The District reserves the right to monitor student usage of all District technology. Students have no right of privacy in their use of District technology, including email and stored files.

Laptop Support

Tempe Union High School District is committed to providing the necessary support to students' use of the laptop. Students have several options when it comes to getting the help they need.

Information Technology Help Desk - Students may email the Tempe Union High School District Information Technology Help Desk at support@tempeunion.org. Someone is available for assistance between 7:30 a.m. and 3:00 p.m., Monday through Friday. Freshdesk ticket is required for assistance.

School IT Technicians – IT technicians are available on campus before, during and after school hours. Open a Freshdesk ticket for assistance or contact the Library/Bookstore.

Educational Technology Trainers - These integration specialists focus on educator professional development. They are available on campus before, during and after school hours.

Frequently Asked Questions (FAQs)

1:1 Program

What does 1:1 mean?

Starting with the 2020-2021 school year, Tempe Union High School District will begin issuing freshman students a new laptop to use for school-related purposes, including note taking, assignments, tests, research and asking questions. Students use their laptops in class and take them home to use for homework. The District goal is to achieve 1:1 for all grade levels by 2023-2024 school year.

Why does the District support a 1:1 model of instruction and learning?

Technology is an important learning and teaching tool. The laptop, software and applications enhance teaching and learning activities. Key areas of focus are student engagement, access to higher-level questions and activities, student self-assessment,

parent monitoring of student progress and teacher assessment of learning. Technology use is an important component of many post-high school challenges, including college, university and work. The 1:1 model better prepares students for success in high school and beyond.

When are these laptops issued to students?

Students receive their laptops according to their campus' schedule. Usually distribution is during registration days or the first week of school.

What is required for a student to receive a laptop?

Students must submit a signed Technology Laptop User Agreement to the school to receive their laptop. Students will not receive a laptop unless this form is signed by the parent/guardian and student. Parents/guardians are not required to be present. (Sample agreement form attached to end of this document)

Are these laptops considered District property?

Yes, laptops are checked out to students much like textbooks, and students are required to return the laptops in good working condition. Care and use expectations can be found on page 4. Failure to return the laptop may result in appropriate collection efforts and a possible stolen property report to law enforcement.

In addition to the laptop, what other items are issued to the student?

Each laptop comes with a power cord. Power cords are considered property of Tempe Union High School District and must be returned at graduation.

Can a student “opt out” of the 1:1 initiative and not receive a laptop?

Yes. However, Tempe Union High School District encourages all students to have the technology skills to become successful in their future endeavors. In today's technology-driven world, a laptop is a tool, like a textbook, that is part of a student's learning process.

How does the 1:1 laptop distribution plan impact students with special needs?

The laptops issued to all high school students have amazing capabilities to help enhance learning. TUHSD students with IEPs will collaborate with their IEP Team to determine the appropriate resources necessary to access their learning so as to provide the greatest opportunity to progress in the least restrictive environment.

Will a student need to turn in his or her laptop at the end of the school year?

No, because of recently added software the school-provided laptops will not be collected at the end of the school year.

Costs and Protection Plan

Are there fees associated with the 1:1 program?

There are no costs to participate in the 1:1 program. However, parents and students are held responsible for any damages to the laptop. Parents have the option to purchase a Laptop Protection Plan to help minimize their financial risk due to potential damage. See page 5 for details.

Does my family homeowner's insurance cover breakage and damage to my student's laptop?

Please contact your personal insurance provider to inquire about policy coverage as individual plans can vary based on options available.

What does the protection plan cost?

The protection plan enrollment cost is \$30 per laptop, per year.

Are there additional out-of-pocket costs under the protection plan?

Yes. There is a \$200 fee for a laptop that has been lost or stolen or is not repairable. Fees for repairs are listed on page 5.

If I decide not to purchase the protection plan initially, can I purchase it later?

To purchase the protection plan at a later date, your child needs to bring the laptop to the school IT Technician to have it inspected by a certified technician. If the laptop is found to be in good working condition, then you may purchase the protection plan. The cost would still be \$30.

What type of damages or repairs does the protection plan cover?

The protection plan covers normal wear and tear, accidental damage and general repairs, such as fixing cracked screens or broken keyboards.

Who is responsible for loss, theft or damage to the laptop while at school or home?

Parents and students are 100 percent responsible for the assigned laptop. This includes the costs to repair and/or replace the laptop. Parents may purchase a protection plan from the District to help minimize liability.

What if a student's laptop needs to be repaired?

The student should take the laptop to the School IT Technician. The student will speak to a certified technician regarding the repairs needed, the applicable costs and estimated repair completion date. Certified technicians will repair the laptop as quickly as possible. In some cases, a loaner laptop will be issued to the student at the discretion of district staff for the duration of the repair.

Can a student receive a loaner laptop to complete the coursework while it is being repaired?

Yes. Students may be given a loaner laptop to use while their assigned laptop is being repaired. The loaner laptop may or may not have equivalent performance or features.

What if a student moves or transfers out of TUHSD to another school outside of the District?

Students are required to return the laptop to the school if they transfer to another school or withdraw from the District. The laptop must be in good working order and be returned with all components including the power cord. Failure to return the laptop is a violation of A.R.S. 13-1802. If the student transfers to another district school offering 1:1 technology, the LPP will transfer if purchased.

Do students have to bring their laptops home if they already own a computer or tablet?

Students are required to take their laptops to and from school, as there is no place to store them at school overnight.

Usage/Classroom/Educational Issues

Do students have unlimited access to the internet?

Students must enter their District-assigned user ID and password to operate the laptop. Unless specific action has been taken to bypass these security features, the laptop has security features and filtering intended to protect and prohibit students from accessing inappropriate materials on the internet. This security and filtering applies to school, home or other networks, such as public libraries, restaurants and airports.

Can students access social media?

Some social media sites have important educational and instructional capabilities, so there will be some access to social media. At this time, Snapchat and Instagram are not accessible through the District's firewall. For some specific classes, Facebook is accessible.

What if we don't have internet access at home?

Students can still use the laptop without the internet. Textbooks and many assignments will be accessible without an internet connection. Resources are downloaded on the laptop and available offline.

When can students access the school's internet Wi-Fi capabilities?

The school's Wi-Fi is always on. Students can access it whenever they are on campus. The cafeteria and/or media center is open each morning before school so students have temperature-controlled locations to sit and access the internet.

Does this 1:1 initiative eliminate the need to bring textbooks home?

No. This program does not eliminate all textbooks. However, using technology to the fullest extent will reduce the number of printed textbooks being used. This is determined on a course-by-course basis.

What if a student forgets to bring his or her laptop to school?

Loaner laptops are not provided to students who forget their laptop at home.

Using Technology/Securing the Laptop

Can students use their own laptops?

No. Students may not bring in their own laptops for use. The District technology staff is not able to assist students if their personal technology device is malfunctioning.

What are the consequences for inappropriate use of the laptops?

Students must use the laptop in compliance with the Student and Parent Handbook regarding appropriate use of technology. The student and parent acknowledge that they have read this policy, including its regulation, and understand that violation of this policy will result in a loss of privileges and may be subject to further disciplinary action.

Is the laptop heat- and water-sensitive?

Yes. Students should use care when storing their laptops and should not leave them where they could get damaged by the weather or other elements.

Will personal student data be removed from the laptop after it is checked back in to the school?

Yes. Laptops are collected at the end of a student's Senior year or when the student withdraws or transfers from the school. At that time, District technology staff removes personal information and resets the laptop to original settings, except for initial start-up programs. The District recommends that students save their personal student data to their Google drive.

**TECHNOLOGY ACCEPTABLE USE POLICY
STUDENT USER AGREEMENT AND CHECKOUT FORM**

The **Tempe Union High School District** (TUHSD) provides students with a variety of technology resources, which includes electronic devices, software, and means of electronic communication. The District believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner. While the District provides protection from harmful material through the use of filtering software, the teacher and the student have the ultimate responsibility for using the Internet according to District guidelines and policy. Details of this user agreement shall be discussed with each potential user. When the signed agreement is returned to the school, the user will be permitted use of technology resources. Additional information regarding technology use in TUHSD can be found in the **Student and Parent Handbook**.

Terms and Conditions

Acceptable use. Each user must:

- Use technology resources, the Internet, and District network resources for appropriate educational purposes only.
- Agree not to retrieve, send, or display offensive images or messages, insult, threaten or harass others, post anonymous communication or use the Internet or District network resources to engage in cyberbullying, illegal, inappropriate, or obscene purposes.
- Abide by all copyright and trademark laws and regulations.
- Not use proxy services or any other means of attempting to go around District filtering systems.
- Not use the network in any way that would disrupt the use of the network by others.
- Not reveal personal information via the Internet such as full name, home address, telephone number, parents' work addresses or telephone numbers or any personally-identifiable data for myself, other students, or teachers.
- Not share personal Tempe Union password with others, nor use another person's username/password.
- Not download or install any software or program on any computer.
- Understand that email and electronic communication is not private and may be read and monitored by District authorized personnel.
- Follow the District's behavior expectations.
- Understand that inappropriate use may result in cancellation of permission to use technology resources, and appropriate disciplinary action up to and including expulsion for students.
- Understand and agree that any damage that is caused to District Technology will be the responsibility of the student and/or the student's parent/guardian.

Personal responsibility. I will report any misuse of technology to the teacher or school administration.

I have read and agree to abide by the School District policy and regulations on appropriate use of technology.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of technology resources and services.

Name: _____ ID Number _____
(Student)

School: THS MHS MDN CDS MTP DVH TUOL Grade: _____

Asset Number: _____ Description: _____

Signature: _____ Date: _____
(Student)

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parents may prohibit their student from the use of technology and the Internet while at school in which personally identifiable information of the student may be shared with Operators, or outside service providers including, but not limited to, Google, Microsoft, or online textbooks/resources pursuant to A.R.S. § 15-1046. This does not apply to software or technology that is used for the daily operations or administration of the district (such as Synergy or ParentVUE) or Arizona Online instruction programs authorized pursuant to A.R.S. § 15-808.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of technology resources. I also agree to report any misuse of technology resources to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest unethical or illegal solicitation, racism, sexism, inappropriate language, offensive images, or other issues described in the agreement.) I understand and agree that any damage caused to District technology will be the responsibility of myself or my student.

Laptop Protection Plan (LPP): Student/Parents will be given the opportunity to purchase a school year protection plan through the district. Plan costs will be \$30 per laptop each school year and includes a prorated fee for each repair and a \$200 fee for each lost or stolen laptop. The district recommends parents purchase this plan to protect against more substantial losses.

_____ I/We decline the offer of a Laptop Protection Plan for this laptop.

I accept full responsibility for supervision if, and when, my child's use of technology is not in a school setting. I hereby give my permission to have my child use Tempe Union's technology resources and services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

Notes: