



Student Device Responsible Use Guidelines

INTRODUCTION

The procedures and information within these guidelines apply to all student devices at ROISD schools during and outside of school when applicable. Teachers may set additional requirements for use in their classrooms.

DEPLOYING DEVICES & COLLECTING FEES

Receiving your device

- Parents / guardians and students must acknowledge and consent to the Student Device Responsible Use Agreement form. This agreement will be made available in Skyward Family Access to allow for electronic signature. Parents / guardians are encouraged to review this agreement with their students as parental consent also includes student consent.
- Parents / guardians can opt-out for each student enrolled in ROISD.

Returning your Device

- Device accessories (such as charging cords and cases) that are furnished by the school must be returned with only normal wear and no device modifications to avoid paying a repair or replacement fee. If a student transfers, withdraws, is expelled, or terminates enrollment at a ROISD school for any reason, he/she must return the device with accessories on the date of termination. If the device is not returned, it will be assumed the device has been stolen. Action will be taken by the District to reclaim the device and accessories.

FEES

Replacement (\$200 for Chromebooks, \$300 for Windows Laptops/Apple iPads, \$20 for charger)

- In the event that the student device is lost, stolen, or not returned, ROISD will attempt to locate, recover, and/or disable the device. If the device is not recovered, the parent/guardian agrees to pay ROISD a \$200 replacement fee for a Chromebook device or \$300 for a Windows Laptop or Apple iPad.
- In the event of intentional damage that results in the device being unrepairable, the parent/guardian agrees to pay ROISD a \$200 replacement fee for a Chromebook device or \$300 for a Windows Laptop or Apple iPad.
- In the event of a lost, stolen, not returned or damaged charger, a \$20 replacement fee will need to be collected.

Repair (\$50)

- In the event that the student device is damaged beyond normal wear and tear, the parent/guardian agrees to pay ROISD a \$50 repair fee.



CARE AND STORAGE OF THE STUDENT DEVICE

Student devices are school property and all users will follow the Student Device Responsible Use Guidelines and the ROISD Student Handbook Technology Acceptable Use Policy for these technologies. Students are responsible for the general care of the devices they have been issued by the school. Devices that are broken or fail to work properly must be taken to school personnel for an evaluation of the equipment as soon as possible.

Device Identification

Student devices will be labeled in the manner specified by ROISD. Devices can be identified in the following ways:

- Serial number
- ROISD asset tag sticker

Unless backpacks are disallowed by the District for security/virus reasons, students are encouraged to use personal backpacks for safe transport of their device to and from school. We strongly recommend a backpack with a padded area designed to protect the device.

General Procedures and Precautions

Students are responsible for maintaining their devices and keeping them in good working order.

- Cords must be inserted carefully into the device to prevent damage and stored in a way that does not stress the cords.
- The device, including power cords, must remain free of any writing, drawing, stickers, graphics or labels.
- The device should not be placed near magnets; magnets are known to damage computerized equipment such as computers and tablets.
- The device is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused. It will never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
- The device will never be left unattended in any place outside of the student's residence.
- The device will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.
- The device will be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold.
- Pencils, pen tips, and other pointed objects will never be used on the screen.
- The device will be kept away from pets at all times.
- Parents and students agree to return the device and all components to the school in the same condition the device was issued to the student.

Storage of Devices

Students are responsible for securely storing devices in designated areas when not in use. If a device is found in an unsupervised area, it will be taken to the main office. **Leaving a device in an unsupervised area is considered an infraction of the Student Device Responsible Use Guidelines.**

- Grade 6 thru 12 Students are expected to take their devices home every day after school.
- Nothing should be placed on top of the device when stored.
- If a student needs a secure place to store the device, he/she may check it in for storage with designated school personnel.



LOSS OR DAMAGE

If a student device is damaged, lost, or stolen, the following guidelines must be followed:

Damaged Devices

Student devices that malfunction or are damaged must be reported to school personnel immediately.

- ROISD DOES NOT cover intentional damage to devices. If it has been determined by the school that there was intentional damage or gross negligence to a device, the student/parent is responsible for the repair fee or replacement fee if the device is beyond repair.
- If the device is damaged due to misuse or neglect, the student may not be allowed to take the device home.
- ACCIDENTAL damage will be subject to the repair or replacement fee.
- The school will be responsible for sending devices that malfunction or are accidentally damaged to ROISD Technology Department. All repairs will be performed by ROISD or its authorized agent.
- Repairs due to device failures will be handled by the District and a loaner device, if available, will be provided to the student.

Missing, Stolen or Vandalized Devices

Devices that are missing or stolen on or off school property must be reported immediately to school personnel. Action will be taken by the District to track missing/stolen devices.

- Devices that are not brought to school for three consecutive days will be considered missing.
- When a device is deemed missing or stolen, ROISD may locate and disable the device.
- THEFT AND VANDALISM: In cases of theft, vandalism, and other criminal acts, a police report MUST be filed by the student and/or parent. A copy of the police/fire report must be provided to the mainoffice. These occurrences will be subject to the repair or replacement fee.
- Students/Parents/guardians will be held responsible for full payment for the replacement of any assigned ROISD student devices that are not returned to school and accounted for (stolen off campus or lost).

TAKING DEVICES HOME

Unless the District mandates otherwise, the following is planned for this upcoming school year. Grades 6 thru 12 students will take the device home after school each day. Grades EE thru 5 students will have their device remain in their Homeroom class unless requested otherwise and approved by the Principal to take home. If Virtual Learning is mandated for ALL, then all students will take the device home.

Devices Left at Home

Students must bring the device to all classes unless specifically instructed not to do so by their teachers. If a student leaves the device at home, he/she is responsible for completing course work as if the device were present.

Charging your Device's Battery

Student devices must be brought to school each day fully charged.



Home Internet Access

Students are allowed to access wireless internet networks on their devices in order to have wi-fi access outside of school. Keep in mind that ROISD does provide internet filtering outside of the district's network as a courtesy and that no system is foolproof. Parents / Guardians are responsible for the online activities and behavior of their student while away from school.

Disclaimer. While ROISD uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the District to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across some material that is objectionable. ROISD has a 3-layer approach when students are using the Internet. The device is automatically routed through ROISD's filter for appropriate content which provides the first layer. The second layer is the monitoring by an adult, and the third layer is where the student should use their digital responsibility skills when using a device.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the Student Device

Some storage space will be available on the student device, BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Network Connectivity

ROISD makes no guarantee that the District network will be up and running 100% of the time. When the network is down, the District will not be responsible for inaccessible, lost, or missing data.

Media Stored on Devices

The student device has limited storage, and this storage is designated for educational use.

Inappropriate content is NOT allowed on the device. Inappropriate content includes, but is not limited to, music, videos, podcasts, pictures, documents, presentations and apps that contain the presence of weapons, pornographic materials, inappropriate language or lyrics, tobacco, alcohol, drug, gang related symbols or pictures.

- The device has limited storage and educational use has top priority.
- If non-educational or personal content is on the device and storage space is needed, students must delete the non-educational content to make room for required content.

OPERATING SYSTEM AND APPLICATIONS

District-Installed Apps

Apps installed by ROISD must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add apps for use in a particular course.

Additional Apps

All devices are initially deployed with a set of base apps. Students will follow the established procedures when instructed by their teachers to install required apps.

Operating System and App Updates

Updated versions of the operating system and apps are available from time to time. The District will provide and maintain updates for the operating system and/or apps. Some updates may require student intervention, such as clicking "ok" or rebooting the machine.



RESPONSIBLE USE & DIGITAL CITIZENSHIP

Statement of Responsibility

The use of student devices and the network is a privilege. The student is responsible for what he/she says and does on the network. It is important for the user to stop and think before communicating and to show respect for others and for their ideas. Students must assume that none of their data is private or confidential. Any communication or data may be subject to review by the District and/or school administration. Periodic checks may be made by designated staff to ensure that students have not removed required apps or added inappropriate content.

Wireless internet access (wi-fi) is available on every device. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly.

Parent/Guardian Responsibilities

It is expected that Parents / Guardians talk with their student about digital citizenship. This includes discussing the dangers and consequences of cyberbullying, inappropriate use, and other misuses of the Internet. Parents / Guardians must expect their student(s) to appropriately use technology both at school and at home. TEA provides several resources for the staff and students of ROISD in the areas of cyberbullying and communication.

Below are some resources for Parents / Guardians seeking more information on digital citizenship:

[Common Sense Media website](#)

[Stay Safe Online website](#)

School and District Responsibilities

- ROISD provides internet access to its students at school.
- ROISD provides internet filtering/blocking of inappropriate materials in compliance with the Children's Internet Protection Act (CIPA) while using the ROISD device.
- ROISD reserves the right to review, monitor, and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources.
- ROISD schools will provide device instruction and guidance to students and encourage student adherence to the ROISD Student Device Responsible Use Guidelines and the ROISD Technology Acceptable Use Policy.
- Student devices may be selected at random for remote or physical device inspection by any District staff.



Student Responsibilities

- Students will use ROISD technologies in a responsible and ethical manner.
- Students will follow school rules concerning behavior and communication that apply to District network use.
- Students will adhere to these guidelines, Student Code of Conduct, and the ROISD Technology Acceptable Use Policy.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions.
- Use of information obtained via the ROISD network is at the student's own risk. The District denies any responsibility for the accuracy or quality of information obtained through the ROISD network.
- Students will help ROISD protect the District network and devices by contacting school personnel about any security problems they may encounter.
- Students will not share their credentials with others.
- Students will not allow others to use their assigned device.
- Students will monitor all activity on their account(s).
- If a student should receive an electronic message containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to inform a teacher or other staff member (and if applicable print a copy and turn it into school personnel).
- Students will turn in the device to their school at the end of each school year unless specifically authorized by the District.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at a ROISD school for any reason must return the device on the date of termination. The District will report the device as stolen if not returned as described above.
- Students will mute the sound on their device during the instructional day unless otherwise permitted. Headphones or earbuds may be allowed or required for certain applications and settings.

Student Discipline

The violations and consequences outlined by this Student Device Responsible Use Guidelines are aligned with the ROISD Student Code of Conduct levels of infractions. The discipline procedures in the ROISD Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property.

This applies to all ROISD property, including school-assigned devices. Depending on the seriousness of the offense, students may lose device usage rights and/or network privileges, be suspended, or, in extreme cases, expelled.

INFRACTIONS AND CONSEQUENCES

Infractions and consequences are determined by campus administration. If a student does not meet behavior expectations and responsible use, consequences will occur. The administration reserves the right to deny students access to devices at their discretion both inside and outside of school.