

# **Roscoe Collegiate High School**

## **Parent/Student Laptop Handbook**

**2018-2019**

# Roscoe Collegiate

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## Terms of the Laptop Loan

Roscoe is an Early College High School/STEM Academy where every student will be assigned a District-owned laptop for as long as they are current student at Roscoe. As part of this program, each student will be receiving a laptop with the following configuration package:

### **Apple MacBook Pro0**

- Apple MacBook Air 13-inch, 2.7GHz Intel Core i5
- 128GB Flash Drive
- 8GB of Memory
- Integrated 802.11n Airport Extreme Wireless Card
- Built in Bluetooth 2.1
- Adobe Suite CS5
- Microsoft Office 2016
- I Works '16

The laptop is intended for educational purposes only, and will be issued upon the student and parent/guardian's signed acceptance of the terms of the Parent/Student Laptop Handbook, Roscoe Collegiate Independent School District Internet Use Agreement, and the Student Code of Conduct.

### **Terms**

Each student is required to comply at all times with the Roscoe Collegiate Parent/Student Laptop Handbook, Roscoe Collegiate ISD Internet Agreement, and Student Code of Conduct incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and Roscoe Collegiate ISD may reposes the property.

### **Title**

The Legal title to the property is in Roscoe Collegiate ISD name. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.

### **Loss or Damage**

If the property is damaged, lost or stolen, you are responsible for the cost of repair or the full replacement value. Loss of or theft of the property must be reported to Roscoe Collegiate by the next school day after the occurrence. A table of estimated pricing for a variety of repairs (Table of Estimated Repair Pricing) is included in the Parent/Student Laptop Handbook to which reference is hereby made.

## **Care of Equipment**

The student will exercise all due and reasonable care in handling the use of the laptop and associated peripherals and agrees to return the equipment in good condition at the end of each school year. Roscoe Collegiate ISD accepts and acknowledges reasonable and normal wear and tear of the laptop over the course of its useful life. Below are a few examples of normal wear and tear in which student/ parents would not be held responsible:

- Laptop battery cannot retain an acceptable charge and needs to be replaced.
- Laptop lids crack slightly around the edges due to the continuous opening and closing.
- Aesthetic scratches that occur on the laptop.
- Fading of back light on the LCD screen of laptop due to normal use.

## **Repossession**

If you do not fully comply in a timely manner with all terms of this Agreement and the Parent/Student Laptop Handbook, including the timely returns of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

## **Terms of Agreement**

Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

## **Appropriation**

Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

## **Parent/Student Laptop Fees**

Students are required to follow the procedures defined below:

- Students will take possession of their assigned laptop during the early registration and check it in no later than the last day of school year or upon withdrawal from the District.
- In case of theft, vandalism, and or other criminal acts, the student and or parent MUST file a police report with the local Police Department within 48 hours of the occurrence. Incidents happening off campus must be reported to police by the parent and a copy of the report be brought to the school for verification.
- If laptop is stolen or lost, students/parents are responsible to pay for the full amount of replacement.
- Student will be charged the full price of the laptop if deliberately damaged and or vandalized.
- Students/Parents are responsible for reasonable cost of repair for damaged laptops.

**Table of Estimated Repair Pricing**

<b>Mac Item</b>	<b>Repair Cost</b>
Broken Screen (LCD)	\$750
Laptop Keyboard	\$442
Power Adaptor, Cord & Duck-head	\$79, \$20, & \$5 Total \$104
Laptop Battery	\$120
Re-image Hard Drive Due to Violation of AUP	\$25
Backpack/Briefcase	\$30
Hard shell/cover	\$20

If a student loses or breaks the Power Adaptor, Cord, or Duck-head, he/she will have to pay for the replacement before it is issued out to him/her.

Breakage cost for major laptop repairs for the student are: (examples LCD Screen or Keyboard, Liquid Spills)

- 1<sup>st</sup> Breakage 50 % of the cost of the repair
- 2<sup>nd</sup> Breakage Full cost of repair

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

Estimated repair costs will be enforced for all items not covered under the original manufacturer warranty purchased with laptop.

## **Payment Plan**

If a student is required to pay any laptop fee due to loss or damage, and is unable to pay the amount in full, a payment plan can be created between the student's family and the school.

If a student owes money for computer repairs or missing parts they will be required to check out and check in, their computer, daily until the fee is settled with the school. **Please contact the business office @ 325-766-3629 to make arrangements for repayment. A payment must be made weekly or as agreed upon with Mrs. Rita Fried.**

## **Use of Computers and Laptops on the Network**

Roscoe Collegiate High School is committed to a student being able to continue with his/her work when his/her laptop is experiencing problems. To assist with this matter, RCHS will provide the following:

- A loaner laptop,

## **No Loaning or Borrowing Laptops**

- Students are **Prohibited** from loaning their assigned laptop or other equipment to other students.
- Students are **Prohibited** from borrowing a laptop from another student.
- Students are **Prohibited** from sharing passwords or usernames with others.

## **Internet Safety**

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of District policy if they access these sites through proxies or by any other means. Parents may want to restrict their home access. For more information about Internet safety go to:

[www.studentinternetsafety.com](http://www.studentinternetsafety.com).

## **General Laptop Rules**

### **Student Email**

Through the RCHS or WTC network, all Roscoe Collegiate students will be assigned a personal email account that is to be used for **school-related correspondence ONLY**, e.g. communicating with teachers and working on projects. Personal use of the RCHS/WTC student email account is strictly **Prohibited**.

### **Screensavers**

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions, in accordance with district policy.
- Passwords on screensavers and power-on screen are not to be used.
- There is a \$25 re-imaging charge to get rid of any of the above.

### **Sound**

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones can be used unless it becomes a distraction and is impacting the instructional process.

### **Deleting Files**

- Students are NOT to delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with the ability to complete class work and may affect student's grades.
- There is a \$25 re-imaging charge to correct system files.

### **Music, Games or Programs**

- The possession of any content (music, pictures, movies, games, etc.), which may be construed as profane, pornographic, or offensive, will result in disciplinary action as defined by RCHS student handbook policies.
- Any video game (including web-based and widget games) or movies are prohibited unless directly related to a school activity or assignment.
- All software loaded on the system must be District approved.
- There is a \$25 re-imaging charge to get rid of any unapproved software or files.

## **Social Networking Websites**

- All Social Networking websites (this includes but is not limited to Facebook, MySpace, Flixter, Hi5, and MocoSpace) are strictly prohibited from being accessed during school hours, or while on campus.

## **Unauthorized Access**

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- Access to another user's account or computer without their consent or knowledge is considered hacking and is unacceptable and in violation of the District Technology Acceptable Use Policy.

## **Laptop Identification Tag and Number**

- All laptop sleeves will be marked with a student laptop identification number. All identification numbers and tags must remain unmarked, undamaged, and visible at all times.

## **Violations**

Violations of the RCHS (appropriate use of technology) policies that are not directly related to class projects could result in any of the following actions:

- A conference between principal, parent, and student
- A student's computer access will be suspended for 3 days
- A student's computer access will be suspended for 5 days
- Out of school suspension
- ISS or DAEP placement

## **Transporting Laptops**

- Laptops must be transported in the protective sleeve assigned with the computer at all times.
- Students participating in UIL activities will be responsible for securing their laptop.
- To prevent hard drive damage, laptops need to be shut down when not in use.



# School Copy

## Roscoe Collegiate High School

### Laptop User Agreement Form

**Understanding Responsibilities:** *Students and parents, please initial each statement to indicate that you understand what is being asked of you.*

\_\_\_\_ I understand that it is my responsibility to make sure that the laptop that I have been provided is properly taken care of while it is in my possession.

\_\_\_\_ I understand that there may be charges if the laptop or accessories are damaged, lost or stolen.

\_\_\_\_ I understand that my privilege of using a laptop may be revoked if:

- I leave my laptop in an unsecured area including an unlocked car or vehicle
- My laptop is maliciously damaged
- I purposefully damage my laptop
- I lend my laptop to anyone
- My laptop is involved in recurrent reckless activities
- I disregard RCHS's Acceptable Use Policy (attached)
- I use my laptop for any activity other than is specified in this handbook

\_\_\_\_ I understand that it is my responsibility to return the laptop that has been provided to me, at the end of the school year, or if I withdraw from Roscoe Collegiate High School.

**Our signatures below indicate that we have read and understand all components of the Laptop Loan and User agreement.**

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ **I (we) prefer to buy our student his/her own laptop.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

## Parent/Student Copy

### Roscoe Collegiate High School

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