

# High School Handbook



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# Overview

In Frisco ISD, our "1 For All" program will continue our commitment to know every student by name and need. Having digital devices available to students 24/7 will support the design of lessons that meet the individual needs of learners both inside and outside the four walls of the traditional classroom. Technology is a foundational tool students will use to support the development of the attributes of the Frisco ISD Profile of a Future-Ready Learner.

# Vision

Re-defining the possibilities of what learning can look like for each student.

# Mission

To empower students, educators, staff and the community to utilize current and emerging resources as tools for lifelong learning.



# Beliefs

- Student learning outcomes should reflect creativity and critical thinking.
- Relevant and continuous professional learning is essential.
- Digital citizenship education develops a positive digital lifestyle for all students and staff.
- Strengthening communication and collaboration among all stakeholders cultivates student learning.

# Opportunities

- Integrate technology into the daily learning experience, and support essential college and career readiness skills including: collaboration, creativity, critical thinking, communication and citizenship.
- Extend the learning outside the classroom.
- Build relevant technology skills.
- Have opportunities for personalized learning.
- Receive timely feedback on their progress on skills and content mastery.
- Utilize Frisco ISD approved apps and extensions that provide an interactive engaging learning environment.
- Continue using technology that has been proven successful in our district.

# Equipment

The following items will be checked out to the student and they and/or their guardian will be financially responsible for any damage, loss or theft.

- Touchscreen Chromebook that converts into a tablet
- Charging cable

# Options

## District Provided

We recognize the importance of providing our students and their families with options in what technology they use in high school.

## BYOD

Some students already have a device of choice that they like to use for schoolwork and may choose to bring their device to school to use as a learning tool. Please ensure the device has a 10" screen or larger. A mobile phone is not considered a suitable device as a replacement for the "1 for All" initiative.

## ADVANTAGES

- Students and teachers will have similar devices and can better ensure that instructional activities will work appropriately
- A warranty and insurance for accidental protection coverage will be provided with the one-time fee of \$20
- Direct, on-site support
- Device is managed and will include extensions and settings pre-installed
- Managed devices can be disabled if misplaced or stolen
- Damage not covered by the warranty or insurance will be charged and repaired at the Frisco ISD rate.

- Students use device that they have chosen and are most comfortable using
- Students/families can use devices that they already own
- Device belongs to student/ family
- Students are able to download their own software & applications

## DISADVANTAGES

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- Device is managed, so students are only allowed to download approved extensions or adjust settings that are not locked down by admin
- Student will not keep device upon graduation or leaving Frisco ISD
- Limited ability to customize or personalize the Chromebook
- Students and teachers will not have the same device and some instructional activities may not be compatible with student device
- Student/family will be responsible for securing own warranty and accident protection coverage
- Student/family will be responsible for maintenance and repair
- It may be more difficult for students to troubleshoot problems while in school. District staff will not be able to assist with a personal device.
- Printing directly from a personal device to a school printer will not be an option.

## ADDITIONAL INFORMATION

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- Devices will be checked out to students and they will keep them for their entire HS career.
- Insurance fees will be collected and the Canvas course will be taken by the student before device distribution.
- Maintenance and repair fees will be collected at the time of repair. See fee table below.
- Current policies/ procedures for BYOD remain in effect. See *Responsible Use Policy* in the Student Handbook for more information.
- Some software may be required to be installed on their personal device for instructional purposes.

# Guardian Responsibility

In order for a student to be allowed to take a Chromebook home, the guardian must sign the "1 For All" Guardian Acknowledgement which can be found in the student Canvas course entitled "Frisco ISD 1 For All High School Student Course" and pay the required, non-refundable insurance fee. Students qualifying for free/reduced lunch will pay a reduced non-refundable insurance fee.

It is recommended that guardians set limits for their student's use of the device while at home and monitor use.

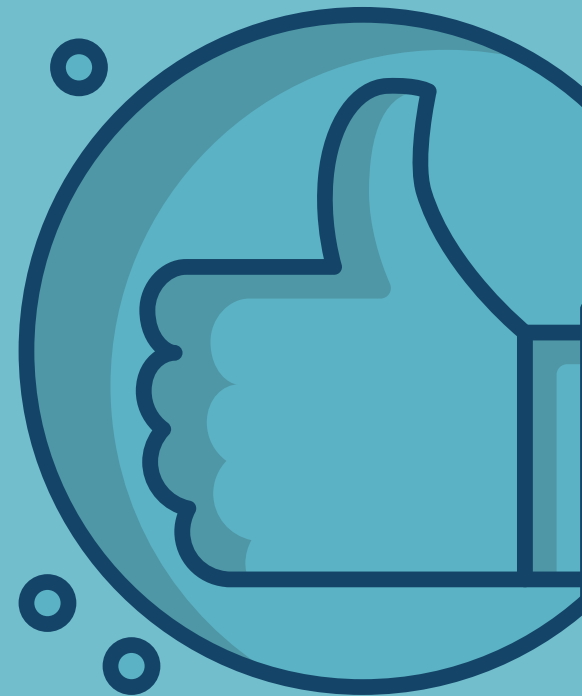
# Student Responsibility

## Device Distribution

Devices will be distributed on campus at the beginning of the school year and are intended for educational purposes. The device will be issued upon:

- The student completing training modules which will include the student signing the terms of the *High School "1 For All" Handbook* and the *Student Responsible Use Policy* in the Student Handbook.
- Guardians signing of the "1 For All" Guardian Acknowledgement.
- The payment of the annual non-refundable insurance fee.

With this privilege and opportunity comes student responsibility. Access to the Chromebook may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.



# Device Care

Students need access to a device on a DAILY basis. Students should follow these best practices to ensure their device is functioning each day.

- Students will come to school daily with a charged device and their charging cable.
- The student must take any device that is broken or not working properly to the Chromebook support location on campus for repair or assistance.
- Student/guardian should never try to repair the device yourself or have someone outside the district work on it.
- This device is assigned to a specific student to use for learning. Do not lend Chromebooks and related equipment to other learners. Do not borrow a Chromebook from another learner.
- The student to whom a device is checked out to is financially responsible for any damage.
- No food or drink is allowed near your device. Remember that food and drink can damage your device.
- Do not place the device between large books or in binders in a backpack
- Do not leave a device in an environment with extreme temperatures such as outdoors, in the sun, or in a car.
- Never carry your Chromebook while the screen is open and do not carry the Chromebook by the screen.
- Do not place anything on the keyboard before closing the lid. This can damage the screen.
- Clean the screen with a soft, dry microfiber cloth. Do not use Windex or other harsh chemicals to clean the screen.
- Do not leave your Chromebook unsupervised at anytime or anywhere.
- It is important to keep your passwords private and not to share with others.





## Returning the Device

Students who withdraw or graduate from Frisco ISD must turn in their district issued device and charger before the withdrawal process can be completed. If the device and charger is damaged or not returned, the student/parent will be responsible for the repair cost or the replacement cost of the device. Frisco ISD accepts and acknowledges that reasonable and normal wear and tear of the Chromebook over the course of its useful life will occur. Aesthetic scratches are an example of normal wear and tear for which students would not be held responsible.

If student fails to return the device and charger, a police report may be filed for a stolen device.

## Personalization

This device is issued to a student, however, it still is property of Frisco ISD. Therefore, inappropriate media may not be used as wallpaper. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols/pictures may result in disciplinary action.

Students can put a cover on the device and personalize the cover, but not the device. They can personalize the charger, but when it's returned, that personalization must be cleaned off.





# Internet Safety

Congress passed the Children's Internet Protection Act (CIPA) in 2000, tying E-rate program discounts to a school's Internet safety policy. The FCC requires three elements for compliance: content filtering to prevent access to obscene, pornographic, or harmful images; monitoring of online activities of minors; and education in appropriate online behavior and cyberbullying awareness.

To comply with CIPA, Frisco ISD employs a variety of methods to manage the "1 For All" program including Internet filtering, Classroom monitoring, Chromebook management, and application restrictions.

Internet Filtering and Classroom monitoring software collects information about the sites that students access. If a student attempts to access an inappropriate site, a block or firewall screen is generated and the filtering software blocks the viewing of that site.

Our Technology Department uses Google management for student Chromebook use and inventory control. Through this management, technology staff can monitor use, and manage application download controls.

All students must be on Frisco ISD wifi and logged into Google Chrome at school regardless of device.

# Using Chromebooks at Home

Chromebook use will be filtered and monitored both on and off campus using a district owned filter and management software. It is recommended that guardians set limits for their student's use of the device while at home and monitor use. Extra care

should be taken at home not to leave the device or any accessories within reach of pets, siblings, or other family members who should not have access to the device or could damage it.

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## We recommend the following tips:

- Provide a location in the house for the student to charge the device each evening so the student will bring a fully charged device to school every day.
- Use the device in a shared or common space in the home where everyone can see the screen.
- Do not post personal information such as addresses, telephone number, or the name and location of your school, without guardian permission.
- Report to teachers or campus administration any cyber bullying and threats.
- If a student receives a message that requests a meeting or asking them for a picture making them feel uncomfortable, they should tell a guardian and campus administrator immediately.
- Families should talk about how to recognize and avoid online predators. If a student comes across any information that makes them feel uncomfortable, they should immediately tell a guardian.
- Honor the Frisco ISD security software and filters.
- Families should come up with an agreement about the rules of your household concerning how you use the computer and the internet at home.



# Terms of Agreement

The student's right to use and possess the property terminates no later than the last day of enrollment in Frisco ISD unless earlier terminated by the district.

Each student is required to comply at all times with the *Frisco ISD High School "1 For All" Handbook* and the *Student Responsible Use Policy* in the Student Handbook. Any failure to comply may terminate the learner's rights of possession, effective immediately, and the district may repossess the property.

## Legal Title

Frisco ISD has legal title to the property at all times remain in the district. The student's rights of possession and use is limited to and conditioned upon the student's full and complete compliance with the *High School "1 For All" Handbook*. At all times, Frisco ISD retains the right to collect, inspect, filter and alter the device as deemed necessary.



# Financial Information

This section covers all known and anticipated costs for the device. Although every attempt has been made to anticipate costs, there may be unforeseen costs not mentioned in this section that will be handled on a case-by-case basis.

## Support Fee

In order to provide maintenance and support for the Frisco ISD owned devices, Frisco ISD will collect a one-time **non-refundable** fee of \$20 for each device (see fee table below). This cost will cover support, maintenance, and accidental damage protection.

If a student violates any of Frisco ISD policies or guidelines resulting in student loss of privileges, the insurance fee will not be refunded.

Families that qualify for the Free and Reduced lunch program will have a reduced support and maintenance fee per device (see fee table).



# Fee Table

TYPE	COST TO STUDENT/GUARDIAN	COVERAGE
One-time fee for warranty and accidental damage	\$20	Warranty, support, maintenance and accidental damage protection
One-time fee for warranty and accidental damage <b>with Free and Reduced Lunch</b>	\$10	Warranty, support, maintenance and accidental damage protection
Loss (must be reported immediately)	Actual replacement cost of \$300 (If the device is recovered and in good working condition, the cost will be refunded)	Not covered
Theft (must be reported immediately)	Device is replaced for free one time per year with a copy of the police report.	Warranty, support, maintenance and accidental damage protection
Device with Irreparable Damage	The device is covered for three repairs per year. On the fourth repair, the student/guardian will pay cost to fix or replace the device up to \$300. Estimated costs can be found below.	Any damage not covered under accidental damage protection or standard warranty

# What is Covered?

Each device comes with a warranty, support, maintenance, and accidental damage protection. The maintenance and support fee covers the following items:

- The device warranty covers any defects to the device up to one year from the Frisco ISD purchase date.
- The insurance fee covers
  - Accidental damage such as cracked screens and liquid spills
  - Accidental damage of Chromebook charger
  - Fire/flood damage
  - Natural disasters
  - Power surge due to lightning

# What is NOT Covered?

The following items are **not** covered under the support and maintenance fee:

- Intentional mistreatment or vandalism
- Cosmetic damage if it does not impact functionality
- Replacement for loss of any ancillary items such as the charger
- Loss of any data contained on the device

# Lost or Stolen Devices

Lost or stolen devices must be reported immediately to the campus. This will allow the campus to quickly investigate and possibly recover the device. The district can disable the device remotely to protect the device and/or data on the device. For lost device replacement fees, please refer to the table on page 13.

Stolen devices must be reported to the local police and a copy of the police report provided to the campus administrator within five (5) business days of the occurrence. In the interim, a student will receive a loaner device from the campus until a replacement device is available.

# Device Repair or Replacement Policy

It is inevitable that some devices will become lost or damaged over time. Repair and replacement policies are similar to policies for textbooks or other school materials. Additionally, district-level supports include:

- Two-year warranty from the time Frisco ISD purchased the devices covering defects in the Chromebook
- Yearly accidental damage coverage
- Frisco ISD Technology will process and expedite the repair and replacement process.

If the property is intentionally damaged, the student/guardian are responsible for the reasonable cost of repair or the current replacement cost of the device or a comparable device.

Students must take the devices to designated repair location on their campus at which time they will receive a loaner device until their device has been repaired.

## Estimated Replacement Costs

Here are some examples of estimated repair/replacement costs, if it is determined that the loss or damage was a student's responsibility. The cost may be offset or reduced by the insurance services we have purchased.

Chromebook + Power Cord	\$300
Chromebook	\$274
Touchscreen Chromebook + Power Cord	\$350
Touchscreen Chromebook	\$314
Battery	\$110
Screen	\$160
Keyboard	\$17
Keyboard and Touchpad	\$65
Power Cord (must use district issued)	\$36



