

1:1 Laptop Program

Dear Parent:

We are gearing up once again for the start of school and our 1:1 laptop program. Returning 8th graders who have been participating in the 1:1 laptop program and are in good program standing may pick up their laptops on **August 18th in the middle school library from 8:00 am until noon**. In order to expedite things, we are attaching the *Laptop Use Agreement*, *Student Use Agreement* for general technology use, as well as the *Web Release Form* from the Technology Handbook for Students. The Technology Handbook for Students is accessible in its entirety on the on the Student/Parent resource page of the Troup ISD website at www.trouplisd.org. However, if you prefer to have a hard copy of the handbook, we will be happy to provide one for your review.

In order to receive their laptops, students must meet the following criteria:

- Must return all required forms & user agreements with the appropriate signatures when the laptop is picked up
- Must have received training at a previous roll out session or in a small group session from Troup ISD technology personnel
- Parents must have attended an orientation session
- Must have returned equipment in good order this past school year
- Must be in good standing with the 1:1 program having paid all outstanding fees if any were owed

Students who have outstanding fees or broken/missing laptop components will continue to utilize assigned laptops on a checkout basis. Completed user agreements are still required.

This portion of our roll out is **for returning 8th graders only**. Any newly enrolled students will receive training and orientation at a date to be determined, prior to receiving a laptop. Additionally, other arrangements will be made for those students who utilize laptops on a checkout basis.

Should you have any questions, please feel free to contact me. My contact information is below:

Shannon Capps
Technology Director
Ph: 903-842-3067
Email: shannon@trouplisd.org

You may also contact Teresa Waggoner. Her contact information is:

Teresa Waggoner
Network Manager
Ph: 903-842-3067
Email: Teresa@trouplisd.org

We are excited to continue this program and look forward to supporting your student's education in this manner.

Sincerely,
Shannon Capps



Student Agreement

Please check or initial each item indicating your compliance.

- I will bring my TISD issued laptop to school EVERY day that I am in attendance and will keep the laptop in my possession. If I must leave the classroom, I will leave the laptop with the teacher. I will not leave my laptop unattended.
- I will charge TISD issued laptop's battery daily and will NOT loan out the laptop, power adapter, cords, disks, or software to other individuals.
- I understand that gaming, live streaming of music, movies, etc. should only be utilized at the direction of my teachers.
- I will transport the laptop in its TISD issued protective bag. The laptop bag will be securely closed before transporting the laptop to another location. I will not add books and supplies to the laptop bag, since undo pressure on the laptop may cause damage. The laptop, even when in its bag, should never be placed in another backpack or book bag.
- I will keep the TISD issued laptop off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the laptop since they may cause damage to the computer.
- For reasons of safety I will not use the laptop on the bus while the bus is in motion.
- I will not disassemble any part of my TISD issued laptop or attempt any repairs. I will report problems or technical difficulties to my teacher and take the laptop to the Help Desk for support or repairs.
- I will not deface the TISD issued laptop or the laptop bag in any way. This includes, but is not limited to, attaching stickers, marking, and painting, drawing or marring any surface of the laptop or bag.
- I understand that regulations have been addressed in the student code of conduct and the TISD Technology Student Handbook to emphasize responsible use of digital resources, the Internet, Cyber bullying, and Social Networking and agree to abide by those regulations. I further understand that obscene language and/or materials, including games, music, screensavers, backdrops, and/or pictures are prohibited. If such items are found, I understand that my TISD issued laptop will be re-imaged and I could face disciplinary actions.
- I understand that my laptop is subject to Internet filtering as required by law and that my use of the laptop may be monitored at any time. I further understand that if I attempt to access inappropriate websites that I may lose access to the laptop and other disciplinary actions may follow if warranted.
- I understand that good behavior is expected and poor behavior may be grounds for removal of the laptop from my possession.
- I assume full responsibility of my Troup ISD issued laptop and understand that I must pay for any damages I cause to the laptop and that habitual misuse, abuse, or mishandling of the laptop may cause me to lose access to the laptop.
- I understand that I will be issued the same laptop each year.
- I understand that the laptop remains the property of the district and is subject to inspection at any time without notice.

Parent Agreement

Please check or initial each item indicating your compliance.

- I acknowledge that my student and I are to follow the expectations as presented in this Student/Parent Laptop Lending Agreement, and the technology guidelines outlined in the TISD Technology Handbook, as well as the rules of my child's campus. Furthermore, I understand that a violation of these lending guidelines could result in the student facing disciplinary action and/or removal of the laptop from the student's possession.
- I will be responsible for monitoring my student's use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company for prosecution.
- I understand that a minimum fee of \$100.00 will be charged for most damages, with the exception of the LCD screen, and must be paid in order for my child to remain in the 1:1 lending program.
- I further understand that if the LCD screen must be replaced due to negligence, a \$150 fee must be paid. If the LCD screen must be replaced a second time due to negligence, then the fee increases to \$200.00 and the student is no longer allowed to keep the laptop in his/her possession.
- I understand that if required to pay for damages to the laptop, no fees will be refunded since the fees are used to repair the laptop. Payment for damages does not constitute purchase of a laptop for seniors.
- I understand that I may be responsible for the full cost of the laptop if it is lost.
- I further understand that habitual misuse, abuse, or mishandling of the laptop may cause my student to be denied access to the laptop.
- I understand that if my child withdraws from Troup ISD the laptop must be returned immediately with all peripherals and in good working condition.
- I agree to immediately return the District laptop and peripherals in good working condition upon request.

By signing the STUDENT/PARENT LAPTOP LENDING AGREEMENT, both the student and the parent/guardian agree to the above terms.

Printed Name of Student

Student Signature

Date

Printed Name of Parent/Guardian

Parent/Guardian Signature

Date

Troup Independent School District

Fax: 903-842-4563

PO Box 578

Troup TX 75789

PH: 903-842-3067

Student Use Agreement and Web Release Form

This form must be renewed each academic year.

1. Student

Please print the student's full name _____

Grade _____ School _____

I have read the district's technology handbook. I understand what it says and agree to follow the rules. I understand violation of the rules may result in suspension or removal of my access to the system and equipment.

Student Signature _____ **Date** _____

2. Parent or Guardian Permission

I have read the Troup ISD Technology Handbook. I understand Troup ISD cannot guarantee my child will never come into contact with words and/or material that are considered objectionable while using the Internet. I also understand Troup ISD cannot guarantee my student access to the Internet or the Internet will function properly. I also agree to work with Troup ISD to support safe computing practices that are consistent with guidelines in this handbook.

Check one of the following options for technology use:

I give permission for my child to use the computer systems at school and to access the Internet.

I do not want my child to use the Internet, but he/she may use computers for educational purposes.

Check one of the following options for web publication:

Troup ISD may publish my child's name, photograph, and/or school-related work on the district's website. If published, I understand that this information will be available to anyone on the World Wide Web.

Troup ISD may not publish any of my child's personal information other than first name on the district's website, but may use his/her photograph and school-related work on the district's website.

Please print the parent's full name _____

Signature of parent or guardian _____

Home Address _____

Home Telephone Number _____ Date _____

Email Address _____

Student Publication & Media Release

I hereby give my permission to the Troup Independent School District to use my child's work, videotape, or otherwise record my child's name, voice, and/or likeness in its publications. I understand that examples of my child's work and/or these recordings of my child will be used exclusively for non-commercial, educational purposes, which may include, but not limited to, distribution by print, internet, or digital media including podcasts, and open-circuit broadcast, closed-circuit, and/or cable television transmission within or outside of the school district for the duration of the media.

I understand that there will be no financial or other remuneration for use of my child's work and/or recordings, either for initial or subsequent transmission or playback, and I hereby release the TISD from any liability resulting from or connected with the publication of such work. Permission is granted for the duration of the media. I further understand that my permission or consent may be rescinded; however, in order for the revocation of permission/consent to be effective, it must be made in writing and said revocation will not affect the publication or work that has already been produced.

TISD may use my child's name, likeness, work, and/or bibliographical identification for publicizing and promoting the use of these recordings.

TISD has permission to videotape or otherwise record my child's name, voice, and/or likeness for educational purposes. **Please check the appropriate box.**

Yes

No

TISD has permission to use my child's work for educational purposes. **Please check the appropriate box.**

Yes

No

Student's Name (Please print)

Parent or guardian's name (Please print)

Parent or guardian's signature

Date