



# Klein ISD Student Tablet PC Handbook



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\*Accidental Damage and Protection Coverage

# Handbook Overview

This handbook is intended to provide essential information about the use of student Tablet PC computers issued by Klein ISD. The one-to-one student and teacher Tablet PC program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home.

Please read the following important guidelines in this handbook. It is important that parents/guardians and students understand and abide by the policies and procedures set forth in this handbook.

The following conditions are a summary of some of the most important concepts outlined in this handbook.

- Klein ISD issues Tablet PCs to students for educational use only.
- Accidental Damage and Protection Coverage is recommended and can be purchased for \$60 per year. Tablet PC damage that is either intentional or the result of gross neglect is not covered by Accidental Damage and Protection Coverage. See Pages 8 and 9 for details.
- An annual \$350 Tablet PC Security Deposit is required for all students whose parent or guardian chooses not to purchase the Accidental Damage and Protection Coverage. See Pages 8 and 9 for details.
- There are fees associated with damaging the Tablet PC if the Accidental Damage and Protection Coverage is not purchased or if damage is the result of an intentional act or gross neglect. These fees are listed on Page 9 of this Tablet PC Handbook.
- Klein ISD Tablet PCs not returned when students leave for the summer or withdraw from school may be considered stolen. Theft charges may be filed.
- Internet content is filtered on all Klein ISD computers. This includes use at school and off campus. See Page 2 for details.
- Parents/guardians are ultimately responsible for all activities involving the Klein ISD Tablet PC while the student is off campus. See Page 3 for details.
- If a Tablet PC needs to be repaired or is lost, the student must report the need for repair or replacement to the campus repair center as soon as possible. The student's report must be filed and the required paperwork completed at the campus repair center within 5 school days from the time of breakage or loss. See Pages 3 and 5 for details.
- This handbook should be read carefully by students and parents/guardians. The agreement form included in this Tablet PC Handbook is a copy of what you and your student must sign prior to the student receiving the Tablet PC.

# Terms of Klein ISD Tablet PC Use

**Acceptable Use:** All students must comply at all times with the Klein ISD Student Guidelines for Acceptable Use of Technology in Pages 11-14 of this Tablet PC Handbook and in the KISD Student Handbook along with the guidelines outlined in this Tablet PC Handbook. Failure to comply may result in disciplinary action and could end the rights of possession effective immediately.

**Liability:** If the Tablet PC is accidentally damaged, lost or stolen, the parent/guardian may be responsible for the reasonable cost of repair or the replacement value on the date of the loss **if the optional Accidental Damage and Protection Coverage is not purchased** and in other instances outlined in this handbook. In the case of theft, the parent/guardian or the student must immediately notify school administration. If the Tablet PC is lost or damaged due to gross negligence, the parent/guardian will be responsible for the reasonable cost of replacement. Tablet PCs not returned, for any reason, at the end of the school year or when a student withdraws may be considered stolen. Theft charges may be filed.

**Repossession:** If the student and/or parent/guardian does not timely and fully comply with all terms of this agreement, Klein ISD has the right to come to you to pick up Klein ISD property at any time.

**Scheduled Evaluations:** Each Tablet PC may be evaluated each six weeks or randomly checked to verify condition and compliance with district policy.

## Tablet PC Security

Various security measures are used on Klein ISD computers. Security measures are not only used to protect Klein ISD assets, but measures are also taken to protect Klein ISD students. Two primary forms of security exist:

**Computer Security:** Security is in place on each system to prevent certain activities. These include, but are not limited to, downloading, installing software, removing software, and changing system settings. See Student Responsibilities on Page 5 for additional information.

**Filtering Software:** Internet filtering software automatically filters all access to the Internet. While at home Internet content will continue to be filtered while students are using their Klein ISD Tablet PC. Since no filtering software can filter 100% of improper content, parents/guardians are responsible for monitoring their child's access to the Internet when the student is at home.

# Social Media Guidelines

- Students will be expected to use some Web 2.0 and social media tools as part of their course curriculum under the supervision and guidance of their teachers. These tools may include SharpSchool, Parent Connection, Klein Private Label Wiki, Project Share, Blackboard Learn, Learning.com Sky, and others.
- Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). These tools are hosted on the Internet, making some student work and information relating to students visible to parents, guardians, relatives, and in some circumstances, other Internet users around the world.
- When using Web 2.0 and social media tools, safeguards are in place to protect and assure the safety of students. In some instances, individual or identifiable profiles may be used that are open to the public. Public viewing or commenting might occur on district-approved sites. Classroom lessons or projects may require publicly identifiable student information to be made available on the Internet.
- Use of these tools must be in accordance with Klein ISD's Policies and Procedures including but not limited to the Acceptable Use Procedures.

## Internet Access from Home

Klein ISD is not responsible for providing Internet access outside of designated Klein ISD facilities. In order to access the Internet from home, you must have an Internet service provider. Students can access their home Internet service in two ways:

1. Using an Ethernet cable, the Tablet PC can be "hardwired" to a switch, hub, or router.
2. If you have an existing wireless access point, the Tablet PC can join your home wireless network.

## Parental Responsibilities

- Parents/guardians are responsible for monitoring the student's use of the Tablet PC while at home and away from campus at all times.
- Parents/guardians must review with their student the Student Guidelines for Acceptable Use of Technology in Pages 11-14 of this Tablet PC Handbook and in the KISD Student Handbook.
- Parents/guardians are responsible for monitoring their student's activities on the Internet on a regular basis.

# Klein ISD Tablet PC Guidelines

- Only a Klein ISD Tablet PC will be permitted for use at school or on the district network. Students may not bring in or set up their own network. District rules also prohibit connecting to the Klein network with your personal device(s) (i.e. smart phone, iPad, Kindle, etc.).
- Students may have no expectation of privacy on any information stored on, accessed from, or used with the Tablet PC. The Tablet PC belongs to Klein ISD, and appropriate district and school officials may monitor a computer or access its contents at any time.
- All students will be issued a Klein ISD case with an identification tag. The identification tag must remain on the case at all times. If the identification tag is lost, the student must immediately notify the Repair Center.
- If technical issues arise, students must notify a teacher or the campus repair center immediately.
- Each Tablet PC is identified by a specific number and assigned to an individual student. To ensure that a student always has his assigned Tablet PC, Tablet PCs should never be switched from case to case.
- Under no circumstances may Tablet PCs be left in unsupervised areas. Unsupervised areas include but are not limited to the school grounds and campus, the commons, the cafeteria, locker rooms, library, unlocked classrooms, hallways, and any place outside of school that is not the student's home. Any computer left in these areas will be collected by staff and taken to the campus repair center. Disciplinary action may be taken for leaving a Tablet PC in unsupervised locations.
- Files may not be deleted by anyone other than the original creator/owner. Deletion of certain files can affect the performance of the Tablet PC, and can interfere with the student's ability to complete class work, which may affect the student's grades.
- Students may not download or save any music, games, or unauthorized programs to the Tablet PC. See Page 5 for details and consequences.
- All students have access to a network drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly on the network drive.
- All use of the Internet must comply with district guidelines. Log files are maintained on each Tablet PC with a detailed history of all Internet sites accessed. All student files are subject to be reviewed.

# Student Responsibilities

- As the primary users, students have specific responsibilities when using their Klein ISD-issued Tablet PCs.
- At all times, students are responsible for their Tablet PC, whether at home or school.
- Students are responsible for bringing their Tablet PC to school everyday. Batteries must be charged and maintained daily.
- Students are responsible for logging in under their assigned username. Students may not share their password with other individuals.
- Students must keep the Tablet PC in the provided case at all times.
- Students should not loan their Tablet PC nor any Tablet PC component to another student for any reason.
- Students may not play games, load or download any software, music pictures, etc. on the Tablet PC unless instructed by a teacher to do so.
- Tablet PCs come with standardized software already loaded. This standardized load may not be changed in any way.
- When a Tablet PC is lost or stolen, the student must immediately notify the campus repair center and submit the required paperwork no later than 5 school days after discovering that the device is missing.
- When a Tablet PC is damaged or functioning improperly, the student must immediately notify the campus repair center and submit the required paperwork no later than 5 school days after discovery of the damage or malfunction.
- If a student adds any unauthorized items to the Tablet PC, the student will be required to return the Tablet PC. A student can either pay \$15.00 to re-image the Tablet PC or certain restrictions may be placed on the student's use or access of district technology. In any event, the district has the right to place certain restrictions on the student's use or access of district technology.
- Sound will be muted at all times unless teachers grant permission.

# Care of the Tablet PC

Students are responsible for the general care of the Tablet PC. Tablet PCs that are broken or fail to work properly must be taken to the campus repair center within 5 school days. Please follow these precautions:

- Do not place food and/or liquids near the Tablet PC.
- Do not stack heavy objects on top of the Tablet PC.
- Never attempt to repair or reconfigure the Tablet PC or any peripherals.
- Do not write, draw, stick or adhere anything to the Tablet PC.
- Do not decorate the Tablet PC using markers, personalized stickers, etc.
- Keep the Tablet PC and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data.
- Do not expose the Tablet PC to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of time.
- Do not leave the Tablet PC in any vehicle.
- Do not obstruct the Tablet PC's vents, and do not place the Tablet PC on surfaces such as paper or carpet while it is turned on.
- Tablet PCs are not to be used on Klein buses.
- When walking from class to class, the Tablet PC must be properly closed and stored in the case.
- The power cord must not be plugged in to the Tablet PC while in a backpack. This may cause damage to the Tablet PC and poses a safety hazard.

# Screen Care

The Tablet PC screen is particularly sensitive to pressure. In order to convert the Tablet PC into a writing tablet, the screen must be rotated. The screen must only be rotated in a clockwise direction. Extreme care must be taken to protect the screen from accidental damage.

- Do not place anything on top of the Tablet PC or lean on it when it is closed.
- Do not place anything in the case that may press against the cover of the Tablet PC including paperwork.
- Do not poke the screen with anything. The stylus and your finger are the only means that should be used to interact with the Tablet PC.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, paper clips, stapled papers, etc.).
- Do not use any cleaning solution to clean the screen. Common cleaners such as Windex and 409 will damage the LCD screen. If your screen needs to be cleaned, please stop by the repair center.

# Repair Downtime

Klein ISD is committed to student use of technology to aid academic success. When a student's Tablet PC is being repaired, there are several options available for continued use of technology.

## Network Student Folders (N drives)

All students have a network folder in which to store digital files. Students should save important work in this folder so that they can access their work from any computer on the network.

## Classroom Computers

Each classroom has desktop computers that are available for student use.

## Loaner/Tablet PC Replacement

If a student's Tablet PC is damaged, it will be repaired or replaced as quickly as possible. If available, a replacement Tablet PC will be issued. The policies outlined in this handbook also apply to replacement Tablet PCs. A replacement Tablet PC may not be provided if the damage is determined to be intentional or the result of gross neglect.

# Repair Cost Information

All Tablet PCs are covered by a factory warranty for the entire year that covers all manufacturer's defects. The Tablet PCs are in good working order and are issued with KISD standardized software loaded. Students are expected to keep the Tablet PC in good condition. Failure to do so could result in out-of-pocket costs summarized in the tables on the following page.

All monies owed must be paid in full before a Tablet PC will be issued. Report card holds will apply to all Tablet PC monies owed.

## Accidental Damage and Protection Coverage (ADPC):

This coverage may be purchased through the school for \$60.00 (**non-refundable**) per year by the parent/guardian. This coverage is payable in one lump sum prior to the distribution of the Tablet PC, or in special cases, paid in installments as determined by the principal. The coverage includes three incidents of accidental loss and/or damage per year. Tablet PC damage that is either intentional or the result of gross neglect is not covered by Accidental Damage and Protection Coverage.

## Tablet PC Security Deposit:

*(Required for all, unless the Accidental Damage and Protection Coverage is purchased.)*

An annual \$350 Tablet PC Security Deposit is required for all students whose parent or guardian chooses not to purchase the Accidental Damage and Protection Coverage. The \$350 Tablet PC Security Deposit is **fully refundable** at the end of the school year (or when a student checks out of school) **when the Tablet PC is returned to Klein ISD in acceptable working order**. The \$350 Tablet PC Security Deposit will be applied to all outstanding charges for repair of the Tablet PC. In the event charges exceed \$350, the parent/guardian will be responsible for the entire repair charge. The full amount of the \$350 Tablet PC Security Deposit is due before students are issued their Tablet PCs. No installment payments will be accepted for the \$350 deposit.

**The required \$350 Tablet PC Security Deposit is waived if a parent/guardian opts to purchase the \$60.00 non-refundable Accidental Damage and Protection Coverage.**

The tables on the following page represents charges for each occurrence of loss or damage. They are not all inclusive and are subject to change.

## Approximate Fees for Loss or Damage

*HP 2700 Series: Klein Collins, Klein High,  
Klein Oak & Krimmel  
Fujitsu T734: Klein Forest & Vistas*

Item	Cost of Items with \$350 Deposit			Cost of Items with ADPC
	HP 2760	Fujitsu T734	HP Reolve	
Display (Monitor)	\$768.69	\$635.77	\$539.08	\$0.00
Keyboard	\$63.26	\$62.82	\$78.12	\$0.00
Tablet PC (approximate cost for current available model)	\$1,260.50	\$1,247.92	\$1321.25	\$0.00

These tables represent charges for each occurrence of loss or damage. They are not all inclusive and are subject to change.

## Items Not Covered by ADPC

The following items are considered incidental, and are not covered by the Accidental Damage and Protection Coverage. If lost, broken, damaged or stolen, the parent/guardian will assume full responsibility for replacement cost.

Item	HP 2700 Series	Fujitsu T734	HP Revolve
Stylus	\$20.00	\$16.00	\$30.00
Power Adapter	\$41.00	\$34.00	\$32.50
Battery (External)	\$110.00	\$89.00	n/a
Battery (Internal)	\$70.00	\$88.00	\$115.82
Case	\$58.00	\$44.00	n/a

## Reporting Damages/Theft

### Damages

Students will have 5 days to report any damages or theft to the Repair Center through the Work Order System. Students will be required to answer a series of questions to help gather more information about what is wrong with their Tablet PC. After you have turned in a Work Order Request, please back up any items on your Tablet PC and bring the Tablet to the Repair Center.

### Theft

If a student thinks that their tablet is lost and/or stolen they need to go to the Repair Center and fill out a "Missing Tablet Report".

If a student knows that their tablet has been stolen or damaged and already has a police case number, they need to go to the Repair Center and fill out a "Missing Tablet Report".

In either case, we will issue a new tablet to the student as soon as possible.

## Returning Peripheral Items

### Charger and Stylus

All peripheral items, such as stylus, power adapter, case and battery, are required to be returned at the end of the school year or when a student withdraws from a Klein ISD school. If a student has a hold placed on them due to not returning a peripheral item, they may return the peripheral item or pay the replacement cost to clear the hold. However, once Klein ISD has handed out Tablet PCs to students the following year, students can no longer return the item to clear the hold. At this point, the student must pay the replacement cost to clear their hold.

# 1:1 Program Definitions

**One-to-One** (also abbreviated 1:1): program where the ratio of students to computers is one to one. In Klein this program is in place at our four high schools, Krimmel Intermediate School and Vistas.

## Products We Use

**Browser:** the program you choose to use to explore the internet; Internet Explorer, Chrome, and FireFox are approved for your use on Klein devices

**DyKnow:** monitoring software that allows teachers to view and take control of student tablets; the DyKnow vision piece also allows teachers to send and retrieve files from students

**eInstruction:** “clickers”: students respond to questions posed by the teacher using response pads; teachers can use the information as a grade

**GradeSpeed:** our online gradebook system that is “live” – parents have access and can set “triggers” to get alerts when grades drop or assignments aren’t turned in

**Learning Management System (LMS):** (our particular product is Blackboard Learn 9.1, October 2014 version): where you will input digital assignments and use collaborative learning tools in each course

**OneNote:** an Office suite program specifically for tablet computers; digital binder where students can create a notebook for each class and sections within each notebook to keep all of their information

**Office 365 (Student Advantage):** the way that students will access Office 2013. It will require you to log-in to verify you are still a student every 60-90 days.

**Respondus:** Lockdown Browser: forces students to only have the assessment browser open when taking a test – curbing cheating

**SCCM:** Software Center: where you can go to install District-approved software and updates (Software Center is pinned to the taskbar).

**SharpSchool:** student email program that also offers student storage space and Web 2.0 tools

**Work Order System:** The online site where you can submit a work order for your tablet. The Work Order System is only available while you are on a Klein ISD campus.

**StarBoard:** the really big board in each classroom that connects to your computer where you can draw on it electronically and control your computer using the pen on the board

**TBSI:** Technology Baseline Standard Initiative: Klein’s Initiative to make sure all core-content classrooms K-12 have the same basic technology including StarBoard, eInstruction, document cameras, and projectors

## Hardware

**2760:** the Tablet PC model number the students have at Klein Oak, Klein High, Klein Collins and Krimmel.

**Fujitsu T734:** the Tablet PC model number students have at Klein Forest and Vistas

**Hardware:** when your computer is actually connected to the internet using an Ethernet cable (usually yellow, but can also be blue or grey)

**Stylus:** the electronic pen that allows students to “write” on digital files in their tablet PC – it does not have ink. Each student is provided one stylus attached to their device via a tether. If you lose the stylus you will have to replace it.

**Touch Screen:** allows you to use your finger and gestures to control your Tablet PC

**Tether:** the piece of string that attaches the stylus to the Tablet PC

**ADPC:** Accidental Damage Protection Coverage: a plan students purchase to protect their computers through the district

**Identification Tag:** identifies who the tablet is issued to and must remain intact at all times.

**Power Adapter:** each student is provided one power adapter. Please make sure to keep track of your power adapter. If you lose it, you are responsible for replacing it.

**N:Drive:** student network drive that is accessible from any KISD building but not from home

**Wireless:** wireless access is available outside all KISD buildings if you do not have wireless access at home; you can also connect to most public wifi networks

**SchoolCash:** the website where parents can pay online fees including ADPC.

**Case:** please keep your device in the case at all times. The case is designed to protect the device. You will be required to remove your device from the case at certain times to check the status of your device.

## People

**Technicians:** each campus has a repair center staffed with a secretary, a lead technician and two regular technicians. All technicians are able to assist you with requests. The fastest way to get your problem resolved is to turn in a Work Order Request online and then bring it to the Repair Center.

# Klein ISD Tablet PC Parent/Student Agreement Form 2015-16



## Klein ISD Tablet PC Parent/Student Agreement Form 2015-2016

I am aware of the terms set forth in the Klein ISD Student Tablet PC handbook. I understand and will comply with all of the conditions outlined within. Parents, please read and **initial** the following:

\_\_\_\_\_ I understand that my student must report any needed repairs and or damage to the Tablet PC within 5 school days from time of occurrence otherwise I may be liable for any cost incurred by the district to repair or replace the Tablet PC.

\_\_\_\_\_ I have received and understand that I am bound by the terms and conditions stated in the 2015-2016 Klein ISD Student Tablet Handbook.

Please initial **one** (1) of the following options:

\_\_\_\_\_ I am purchasing the Accidental Damage and Protection Coverage (ADPC) for \$60.00 (does not cover stylus, charger, extended battery, internal battery, carrying case, damage due to gross neglect or intentional damage).

\_\_\_\_\_ I choose **not** to purchase the Accidental Damage and Protection Coverage and will assume full responsibility for the costs associated with repair and/or replacement of the Tablet PC or any component. Because I have chosen not to purchase the Accidental Damage and Protection Coverage, I will remit a \$350.00 Security Deposit to Klein ISD. The \$350.00 Tablet PC Security Deposit is **fully refundable** at the end of the school year (or when a student checks out of school) **when the Tablet PC is returned to Klein ISD in acceptable working order**. The \$350.00 Tablet PC Security Deposit will be applied to all outstanding charges for repair of the Tablet PC. **In the event charges exceed \$350.00, I will be responsible for the entire repair charge.**

\_\_\_\_\_ Date

\_\_\_\_\_ Grade

\_\_\_\_\_ Student Name (please print)

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

\_\_\_\_\_ Student ID #

\_\_\_\_\_ Parent/Guardian Name (please print)

\_\_\_\_\_ Parent/Guardian Signature

# Appendix

The Klein ISD Student Guidelines for Acceptable Use of Technology Resources can be found in the Klein ISD Student Handbook and on the district website at: <http://www.kleinisd.net/default.aspx?name=it.aup> It is included as Pages 11-14 of the Tablet PC Handbook for convenient reference.

## Klein Independent School District Student Guidelines for Acceptable and Responsible Use of Technology Resources

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, and communication technologies on the Klein Independent School District network. In general, this requires efficient, ethical, and legal utilization of all technology resources.

### 1. Expectations

- Student use of computers, other technology hardware, software, and computer networks, including the Internet, is an integral part of the instructional program directed by teachers. Technology tools are to be used for learning.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District's web site.
- Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher or campus/district administrator without discussing it with other students.

### 2. Unacceptable conduct includes but is not limited to the following:

- Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political activities.
- Accessing or exploring online content that does not support the curriculum and/or is inappropriate for school assignments, including but not limited to pornographic sites.
- Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain

letters, jokes, or pictures to lists or individuals.

- f. Unauthorized or non-curricular use of online video, music or streaming content.
- g. Gaining unauthorized access anywhere on the network.
- h. Invading the privacy of other individuals.
- i. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
- k. Posting anonymous, unlawful, or inappropriate messages or information on district-owned and/or district-supported technology resources.
- l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e. g., racist, terroristic, abusive, threatening, demeaning, stalking, or slanderous) in public or private messages.
- m. Falsifying permission and/or authorization of identification documents.
- n. Obtaining copies of or modifying files, data, or passwords belonging to other users on the network without authorization.
- o. Knowingly placing a computer virus on a computer or network.
- p. Transmission of any material that is in violation of any federal or state law. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.

### 3. Acceptable and Responsible Use Guidelines

#### a. General Guidelines

- (1) Students are responsible for the ethical and educational use of technology in the District and when a district-owned device is used out of district.
- (2) Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
- (3) All technology policies and restrictions must be followed.
- (4) Access to the District's computer online services is an educational expectation and student responsibility. Each student will be required to sign and adhere to the Acceptable and Responsible Use Guidelines Agreement.
- (5) When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- (6) Parents concerned with the District's computer online services at their child's school should refer to the EFA (LOCAL): Instructional Resources: Instructional Material Selection and Adoption policy and follow the stated procedure.
- (7) Any parent wishing to restrict their children's access to any District computer online services will need to provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

#### b. Network Etiquette

- (1) Be polite.
- (2) Use appropriate language.
- (3) Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people) or arrange any face-to-face meetings with persons online.

(4) Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.

(5) Users should be discrete when forwarding email and it should only be done on a need to know basis.

#### c. Email and Online Communication Tools

(1) Students are provided access to email accounts and online communication tools for required classwork, peer collaboration, and educational uses tied to learning standards.

(2) Email transmissions and all other online communications, as well as stored or transmitted data, or any other use of district-owned technology resources by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.

(3) All contents of email and online communications accessed through Klein ISD technology resources are the property of the District. Students may have no expectation of privacy on any information stored on Klein ISD's network, accessed from Klein ISD's network, or used within Klein ISD's network. Appropriate district and school officials may monitor a technology device or access its contents at any time in accordance with this policy and applicable law.

### 4. Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Noncompliance with the guidelines published here, in the Student Handbook / Student Code of Conduct, and in Board policy CQ may result in suspension or termination of technology privileges and disciplinary action. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook / Student Code of Conduct. Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, may result in criminal prosecution, as well as disciplinary action by the District.

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of email and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law.

Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus or district administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook / Student Code of Conduct.

### 5. Web 2.0 and Social Media Tools

#### a. Approved for Classroom Use

(1) Klein ISD students, under the supervision and guidance of their teachers, will use Web 2.0 and social media tools commonly used in K-12 education today as part of instruction in their classrooms.

(2) Students use these tools to meet the communication, collaboration, creation, research, and information fluency skills required by the Texas Essential Knowledge and Skills (TEKS). Tools such as these are hosted on the Internet making some of the students' work and/or other information relating to students visible to

parents/guardians/relatives, and in some circumstances, other Internet users around the world.

b. Safety

(1) When using Web 2.0 and social media tools, the following safeguards are in place to protect and assure the safety of students. Please be aware that in some instances:

- Individual or identifiable profiles (which include personally identifiable information of students such as first and last name, campus, home address, email address, etc.) may be used that are open to the public.
- Public viewing and commenting might occur on district-approved sites.
- Classroom lessons or projects may require publicly identifiable student information (first and last name, campus, home address, email address, etc.) to be made available on the Internet.

(2) Use of these tools must be in accordance with the Klein ISD's Policies and Procedures including but not limited to these Acceptable and Responsible Use Procedures.