

MHS Student Issued Chromebook Information

Beginning on the first day of school, our expectation is that every MHS student will come with a charged district issued Chromebook. All MHS students will be required to check out and use a SBISD Chromebook while on campus for safety and security. This is also to accommodate the online testing requirements at the local, state and national (College Board) levels.

All students are expected to abide by the [SBISD Student Acceptable Use Policy](#) regardless of the device they use.

Below, you will find important information about the program.

- I. [Student Device Loaner Agreement](#) - Please print out and return the completed Chromebook Participation agreement to the MHS Library.
- II. [Reporting Lost or Stolen Student Issued Chromebook](#)
- III. [Insurance & Replacement Costs for Chromebook and Accessories](#)
[Click here for instructions](#) on how to set up a MySchoolBucks account.
- IV. [Chromebook Care Guidelines](#)

Student Device Loaner Agreement

School Year 2024-25

A student device will be loaned to the student named below under the following conditions:

- This student device loaner agreement, which is signed by the parent/guardian, student and staff member of the school, will be kept on file at the school.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- The district does not permit unethical use of the Internet, email, or any other media. All use shall be in accordance with the Student/Parent Handbook, Student Code of Conduct, applicable Board Policies, and the district's acceptable use policies. Violation of this policy may result in the loss of device loan privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the device, or installed on the device under any circumstances.
- The student must maintain the device in acceptable condition at all times. Parents/guardians accept full financial responsibility for costs to repair, replace, or otherwise restore the device to acceptable condition. The district will proceed with legal action, should financial obligation be ignored. For more information, refer to the Student/Parent Handbook, Student Code of Conduct, and Board Policy. Optional Technology Coverage to cover certain repair, replacement, and restoration costs may be purchased from the district as set forth below. The district reserves the right to monitor incidents of loss/damage and take appropriate action in response to neglect of the device or excessive or repeated incidents of loss/damage, including disciplinary action, revocation of device privileges, and termination of Optional Technology Coverage without refund. More than one incident in 30 days or more than two incidents during the school calendar year may be considered neglect.
- **If the device is lost/stolen off-campus, within 48 hours, parents/guardians must: (1) file a report with local authorities and obtain a case number, and (2) notify the district and provide the case number and a copy of the report.**
<https://www.springbranchisd.com/about/sbisd-police-department/lost-or-stolen-report>
- The district will provide a protective case or bag, which fits inside any backpack. The device must be carried in the case, securely strapped at all times when not in use.
- The device, which is the property of Spring Branch ISD, must be returned prior to graduation, or in the event of school change or early withdrawal.
- The district provides digital citizenship instruction to students and information for parents, via Open House events and handouts, including information about how to care for the device and how to make responsible use of technology.
- The District makes no warranties or representations regarding the device provided and is not responsible for any damages arising from or related to use of the device, including loss of data.
- Internet, email, and other use of the device by any user, whether at school or at home, is not private or confidential and may be monitored and filtered by the District.
- I have read and agree to comply with the Acceptable Use Policy for Electronic Services for Students.

MHS Chromebook Loaner Program Participation Agreement

Beginning on the first day of school, our expectation is that every MHS student will come with a charged district issued Chromebook. All MHS students will be required to check out and use a SBISD Chromebook while on campus for safety and security. This is also to accommodate the online testing requirements at the local, state and national (College Board) levels.

Student Name (print) _____ Phone _____

Address/City/State/Zip _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Student ID _____ Grade _____

_____ We elect to participate in the Chromebook Loaner Program. I have read and agreed to the information provided in the Student Device Loaner Agreement.

Optional Chromebook Coverage

It is recommended that if you are utilizing a school issued Chromebook, you purchase the optional Chromebook coverage for \$25. You may purchase this coverage through [MySchoolBucks](#). [Click here for instructions](#) on how to set up a MySchoolBucks account. Chromebook Coverage is an annual fee and needs to be renewed at the start of each school year. Coverage for the 2024-2025 School Year is available for purchase until October 31, 2024. Students that enroll after this date will be given the option to purchase coverage within five school days of checking out their new device.

Understand that optional Chromebook coverage does not cover, and you agree to assume full financial responsibility for; (1) accessories (power adapter, power cord, case, etc.); (2) costs to repair, replace, or restore the device resulting from purposeful action, gross negligence, neglect, or a violation of this agreement or district policy; (3) lost/damaged that is not reported to the district within 48 hours (including a case number and report from local authorities, if applicable); or (4) excessive or repeated incidents of loss/damage as determined by the district.

MHS CHROMEBOOK INSURANCE and DEVICE PRICING LIST

Optional Chromebook Coverage

It is strongly recommended that if you are utilizing a school issued Chromebook, you purchase the optional Chromebook coverage for \$25. You may purchase this coverage through MySchoolBucks.com or bring cash or check to the MHS library. Click [here](#) for instructions on how to set up a MySchoolBucks account.

Understand that optional Chromebook coverage does not cover, and you agree to assume full financial responsibility for; (1) accessories (power adapter, power cord, case, etc.); (2) costs to repair, replace, or restore the device resulting from purposeful action, gross negligence, neglect, or a violation of this agreement or district policy; (3) lost/damaged that is not reported to the district within 48 hours (including a case number and report from local authorities, if applicable); or (4) excessive or repeated incidents of loss/damage as determined by the district.

Chromebook Parts Pricing List (Fall 2024)

Please Note: All prices are subject to change per SBISD Tech Services

Dell Chromebook 3100 Touch Screen Model

- 1 – Keyboard = \$55
- 2 – Palmrest/Touchpad = \$60
- 3 – LCD = \$160
- 4 – Battery = \$110
- 5 – Charger = \$35
- 6 – Headphone Jack Damage = \$50 (if repair is possible)
- 7 – Replacement = \$341.60

Procedures for Reporting a Lost or Stolen Student Issued Chromebook

If an SBISD issued Chromebook is lost/stolen, within 48 hours, Parent/Guardian must:

- 1. File a report with local authorities (HPD, Village Police, etc.) and obtain a case number.**
2. Report the “lost or stolen” Chromebook with the SBISD police at:
<https://www.springbranchisd.com/about/sbisd-police-department/lost-or-stolen-report>.
3. Bring the SBISD police case number to the library to obtain a replacement Chromebook.

MHS Chromebook Care Guidelines

1. Keep the Chromebook charged. If not in use, make sure to charge it every week so that it does not drain and damage the battery.
2. Keep Chromebook on a flat surface when using it. If airflow is blocked, the Chromebook may overheat and cause damage to the device.
3. Refrain from stacking things on top of the Chromebook. If items are stacked on top of the Chromebook, screen damage may occur.
4. Refrain from placing items between the keyboard and screen when closing the Chromebook in order to prevent damage to the keyboard or screen.
5. Keep all food and liquid away from your Chromebook to avoid damage.
6. Log off your Chromebook when not in use to prevent unauthorized use.
7. Refrain from placing any stickers or markings of any kind on district technology.
8. Call the helpdesk at 713-251-8324 for troubleshooting issues.
9. Do not leave your Chromebook in a car or any other place that is visible and susceptible to theft.
10. If your Chromebook is lost/stolen, file a police report within your county AND with the Spring Branch Police Department. Then call the helpdesk at 713-251-8324 to report it and get another Chromebook.

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS

Spring Branch Independent School District (SBISD) strongly believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication.

Access to the Internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the school's intent is for students to use electronic resources for constructive educational goals, students may find ways to access other materials. The District believes the benefits to students from using electronic services to access information resources and for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Therefore, the District supports and respects each family's right to deny electronic services to their student by submitting an "opt-out" form to the school's principal [see below].

Authorized student use of information resources must be consistent with the educational purposes for which these resources have been provided. The use of SBISD electronic services is to assist students in completing educational activities and should be used in a manner that enhances educational experiences and complies with SBISD policies. All student users must adhere to the provisions of this Acceptable Use Policy as a condition for continued use of the SBISD network. This policy must be followed anytime there is a connection to the District's wired or wireless network via any electronic device. SBISD reserves the right to monitor any user's online activities. Users should have no expectation of privacy regarding their use of SBISD property, including the network, Internet access, files, text, chat room conversations, and e-mail.

Internet Safety

In compliance with the Children's Internet Protection Act ("CIPA"), Spring Branch Independent School District is required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them. Furthermore, each campus educates students on cyberbullying, appropriate online behavior, and social networking as required by the Broadband Data Improvement Act.

1. SBISD has implemented filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age, to the extent practicable, while using its network. This control also applies to other forms of communication such as e-mail, chat rooms, social networking sites, instant messaging, and the like. However, no software is foolproof, and there is still a risk a user may be exposed to a site or message containing such materials.

2. The student's parent or guardian is responsible for supervising and monitoring all device usage that occurs outside the SBISD network.
3. Students will not reveal personal information, including name, home address, telephone number, photos, and the like on the Internet. Students are advised to never access, keep, or send anything that they would not want the general public to see.
4. Students will not meet in person with anyone they have met only online via the Internet.
5. The user is personally responsible for his or her actions in accessing and utilizing the school's device resources.
6. Students must abide by all laws, regulations, the Student Code of Conduct, Acceptable Use Policy, and SBISD Board Policy.

Privacy

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of student education records. Under FERPA, parents or eligible students have the right to inspect and review the student's education records maintained by the school. Students and qualified parents can view certain educational records of the student online through Skyward Family Access. These records are safeguarded through all available means and access will be restricted to parents/guardians and the student through the use of user names and passwords.

Acceptable Actions

SBISD students may use the network and electronic services provided by SBISD to pursue educational activities. Students will learn how Internet resources can provide valuable educational information. Students will be expected to follow accepted rules of network etiquette. These rules include, but are not limited to the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive, or impolite language will be used to communicate nor should materials be accessed that are not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

Unacceptable Actions

Improper use of electronic services provided by SBISD is prohibited. Be prepared to be held accountable for your actions and for the loss of privileges if this Acceptable Use Policy is violated. In addition to the paragraph below labeled "Penalties for Improper Use," the SBISD Student Code of Conduct addresses the consequences for violations. Actions that constitute unacceptable use include, but are not limited to the following:

- Do not use a device to harm other people or their work.
- Do not damage the device or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware, including the alteration of any controls designed to provide Internet safety or alteration of SBISD's default device image.

- Do not violate copyright laws or participate in any criminal activities punishable by law.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person or offer access to any person via your account.
- Do not reveal your personal address or phone numbers or those of other students or colleagues, including the completion of profile data.
- Do not waste limited resources such as disk space or printing capacity.
- Do not distribute advertisements, solicitations, commercial ventures, or political lobbying.
- Do not trespass in another's folders, work, or files.
- Do not pursue internal or external "hacking", use anonymous e-mail sites, spread viruses, initiate spam, or attempt to access inappropriate material.

All SBISD students are granted access to all electronic services available. If you DO NOT want your student to have access to electronic services, please complete and submit the opt-out form and access will be denied.

Penalties for Improper Use

The use of the network is a privilege, not a right, and may be revoked if abused. Misuse, damage, or vandalism of SBISD technology resources may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by governmental authorities.

Disclaimer

SBISD makes no guarantee about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of its network. Any charge accrued to the user of SBISD's network are borne by the user. Statements by the user on the Internet are from the author's individual point of view and do not represent the views of SBISD, its employees, or members of the Board of Education.

Student and parental/guardian signatures on the Student Code of Conduct represent consent to conform to the Acceptable Use Policy.