Carrollton-Farmers Branch ISD

Student Technology Handbook



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**Signature/acknowledgement required; all signatures collected electronically*

Introduction to Student Technology Use in CFBISD

Excellence in education today necessitates the seamless integration of technology throughout the curriculum. Student technology initiatives empower students to reach their full potential and prepare them for success in college and the workforce. The CFBISD 1:1 program goals align with the district's mission to empower a community of global learners by equipping them with the lifelong knowledge, skills and values necessary to thrive in a competitive world and contribute meaningfully to their communities.

Educational technology has proven to enhance student engagement and foster a love of learning by supporting the development of knowledge and critical thinking skills. Technology use will be integrated routinely and transparently, encouraging innovative teaching methods that optimize student success. This handbook outlines the responsibilities of all parties and serves as a valuable resource for students and parents in meeting these expectations.

Digital Citizenship and Healthy Media Use

Carrollton-Farmers Branch ISD (the "district" or "CFBISD") is committed to empowering students as lifelong learners and engaged citizens who effectively use technology to create, collaborate, communicate and solve problems. To cultivate responsible digital citizenship, students will learn and practice appropriate online behavior. This framework outlines key principles for student online conduct and provides helpful tips for parents to foster healthy media use.

Student Digital Citizenship

In the digital and collaborative learning environment, students are expected to uphold the following principles of good digital citizenship:

<u>Respect Yourself</u>

- Act with integrity and avoid using offensive language.
- Choose appropriate online usernames.
- Exercise caution when sharing personal information, images and other media online.
- Carefully consider the potential impact of online content on your personal and professional life.

<u>Protect Yourself</u>

- Ensure online content does not compromise your safety or privacy.
- Avoid sharing personal or confidential information such as contact information or daily schedules online.
- Report any instances of online harassment, bullying or inappropriate behavior.

- Securely protect your passwords, accounts and online resources.

Respect Others

- Treat others with respect and kindness in all online interactions.
- Refrain from using electronic media to bully, harass or stalk others.
- Avoid visiting websites that contain degrading, pornographic, racist or inappropriate content.
- Respect the privacy and personal space of others online.

Protect Others

- Report instances of online abuse and refrain from forwarding inappropriate materials or communications.
- Avoid engaging in or participating in unacceptable online conversations or activities.

Carrollton-Farmers Branch ISD 1:1 Program

The 1:1 program in Carrollton-Farmers Branch ISD provides students with a district-owned device to use in the classroom or at home to support learning goals. The objective of this program is to enhance student learning by ensuring all students have access to digital resources. This initiative fosters personalized learning, collaboration and digital literacy while preparing students for success in an increasingly technology-driven world. Integrating technology into daily instruction has been shown to improve engagement, encourage critical thinking and empower students to take ownership of their learning.

To participate in the CFBISD 1:1 program, parents/guardians must sign the *Student/Parent 1:1 Device Agreement.* A copy of the agreement is provided in this Handbook on page 19.

Receiving a Device

With appropriate documentation, students will be issued a district-owned device and any applicable accessories (power adapter and/or case). Parents who do not wish for their student to be issued a district-owned device may opt out of the 1:1 program by submitting written notification to the campus principal. Regardless of participation in the 1:1 program, all parents must sign the *CFBISD Student Responsible Technology Use Guidelines*, which are applicable to all students who utilize district internet resources.

Elementary Devices

Students in Pre-K, Kindergarten and first grade will be issued an iPad for use at school. Students in second through fifth grade will receive a Chromebook. Students will take the devices home nightly beginning in third grade.

Secondary Devices
Students in grades six through twelve will be issued Chromebooks. Sixth-grade students will retain the devices until the end of eighth grade. Ninth-grade students will receive a Chromebook that they will retain throughout high school. Seniors must return the district-issued device and related accessories (case/power adapter), clear all records and pay all fees before the end of the school year.

Devices are campus specific. If a student moves from one school to another, they must return the device before the date of transfer and will be issued another device at the new campus.

Student enrollment, adherence to all guidelines and regular attendance are required to maintain possession of the device and its peripherals/components. Device possession terminates on the last day of the school year or upon withdrawal from the district, whichever occurs first.

Student Responsibilities and Expectations

The following guidelines outline the responsibilities associated with receiving a district-issued device. Students and families are expected to adhere to these guidelines. Violations may result in restrictions on device privileges and/or other disciplinary actions. Students receive instruction on digital citizenship and device care throughout their academic journey in Carrollton-Farmers Branch ISD.

Student Responsibilities

- Use devices responsibly and ethically, adhering to the terms outlined in this handbook.
- Maintain the security of usernames and passwords.
- Monitor all activity on their accounts and devices.
- Securely store the device at all times.
- Report any device damage to a teacher or parent within one school day and take the damaged device to the campus librarian.
- Immediately notify a staff member about any inappropriate, dangerous, threatening or uncomfortable information, images or messages encountered.
- Comply with all trademark, copyright and licensing laws or agreements by documenting materials used from a source and not plagiarizing.
- Return the device to the district in the same condition as received at the end of the school year or upon departure from the district.
- Adhere to the *CFBISD Student Responsible Technology Use Guidelines*.

Device Care
Proper care and maintenance are essential to minimize device malfunctions. Students

are responsible for the general care of their district-issued devices.

- Clean the screen with a clean, soft cloth. Avoid using any cleaning solutions.
- Protect the device from extreme temperatures.
- Handle the device with care when placing it in a locker or backpack.
- Avoid stacking books or heavy materials on top of the device.
- Refrain from leaning against the device or on a backpack containing the device.
- Keep food and drinks away from the device.
- Close the Chromebook before carrying it.
- Exercise caution when connecting cords, cables, headphones and other accessories to the device.

Device Use at School

Students in grades 3 and above are expected to take the devices home each evening. Students are responsible for bringing fully charged devices to school each day, which typically requires charging the device overnight. Students are expected to bring their charged devices to all classes; students attending class without a device are still responsible for completing assigned coursework on time. Repeated instances of failure to bring a device to school may result in the revocation of take-home privileges. Devices are to be used exclusively for coursework during class time. Use of devices for other purposes during class time may result in the loss of privileges and/or disciplinary action. School staff retains the final authority regarding the use of personal electronic devices on school grounds.

Software

The district will install and manage necessary software and applications for coursework on all devices. In compliance with Board Policy CQC(LEGAL), *"Only district-approved applications that meet state data privacy and security standards will be permitted."* Updated versions of licensed software/apps will be deployed by the district technology department. District-installed software and applications must remain on the device at all times.

Students may add appropriate music, photos and videos ("Personalized Media") to the device. Personalized Media is subject to inspection and must comply with the *CFBISD Student Responsible Technology Use Guidelines*. Students are prohibited from installing personal software/apps, such as gaming, social media or messaging applications, on district devices.

File Management

Students are to save documents and other course materials to their district-issued Google Workspace account, which enables access from any internet-connected

device. Students are responsible for learning and practicing appropriate file management procedures.

External Device Connections
Carrollton-Farmers Branch ISD is not responsible for any data loss or damage to external items connected to district-issued devices via Bluetooth, lightning connectors, USB or any other method. Connecting an external item to a district-issued device may result in the unintentional transfer of files, images, contact lists or other data. Students are responsible for the content of any data transferred, synced, copied or saved to a district-issued device or software application.

CFBISD App Store/Securly Locker
The CFBISD App Store (Securly Locker) provides access to educational resources for students through a single portal. All applications available through the CFBISD App Store (Securly Locker) have been reviewed to ensure compliance with Board Policy CQC(LEGAL). Only software that meets these standards will be approved. Elementary student iPads are restricted to the CFBISD App Store. The CFBISD App Store contains approved, educationally relevant apps reviewed for instructional value and age appropriateness.

Wireless Access
CFBISD properties are equipped with wireless connectivity, which students are required to use with district-issued devices while on district property. Use of personal hotspots is not permitted on district property. Students may remain on campus after school hours with prior approval from school administration. CFBISD school buses are also equipped with Wi-Fi connectivity for student use. Students can utilize their devices offline to work with downloaded content and complete certain assignments, even in areas without internet access.

Inspection
Students do not have an expectation of privacy regarding the use of district-issued devices. These devices may be subject to random inspections, which may include:

- Review of data saved or accessed by the user, such as websites visited, search terms, email content and browser history.
- Inspection of the device's physical condition to ensure district barcodes are intact and no unauthorized stickers, marks or skins are present.

District-issued devices remain the property of the district. Staff members may confiscate any device at any time for legitimate educational purposes.

Device Storage and Security
Students are responsible for the safekeeping of district-issued devices at all times, including while on school grounds, during breaks, lunch and after-school activities.

Devices should be stored securely in a designated location, such as a locker, when not in active use during class. Leaving a device unattended in unsupervised areas, including but not limited to school grounds, the cafeteria, unlocked classrooms, the library, locker rooms, hallways, bathrooms, buses, vehicles or any other unsecured location, is strictly prohibited. Unattended devices must be immediately turned in to the school office. Students who leave devices in unsupervised locations may face the loss of technology privileges and/or disciplinary action.

Device Identification
All district-issued devices are labeled with a barcode and issued to students through the district's asset management software. Devices may also include labels with serial numbers, node numbers, and/or Google account usernames. Students are strictly prohibited from modifying, removing or destroying these identification labels. Tampering with device labels may result in the forfeiture of technology privileges and/or disciplinary action.

Parent/Guardian Responsibilities

Parents/guardians play a crucial role in ensuring their child's safe and appropriate use of technology. As outlined in Board Policy CQC(LEGAL), "direct and informed parental consent is required for a student's use of a software application, other than a software application necessary for the administration of state-mandated assessments or college, career, and military readiness exams." Parents are encouraged to review the district's list of approved digital resources to understand what applications their child may utilize. To access a list of contracted district software vendors as well as the data provided to those vendors, please visit our Reviewed Digital Resources.

A present and involved parent/guardian is the best way to keep students safe online at home. The parent/guardian agrees to monitor student device use at home and any time away from school.

- Talk about the values and standards expected for device and internet use at home.
- Ensure siblings and other family members are not accessing the device for personal use.
- Assume responsibility for the cost of repair or replacement if the device is damaged, lost, stolen or not returned.

District Responsibilities

Carrollton-Farmers Branch ISD makes every effort to equip students and families with necessary tools and information to ensure safe use of digital devices both at school and off-campus. CFBISD provides internet filtering services that comply with federal

regulations and extend to devices when used off-campus. The district is responsible for the following in regards to student devices:

- Provide access to the internet and online course materials during the school day.
- Provide internet filtering of inappropriate content. Carrollton-Farmers Branch ISD uses one of the most modern and aggressive filtering services available. However, no internet filtering solution is 100% effective; ensuring students are using devices appropriately requires active adult participation.
- Provide guidance in device use and instruction in compliance with the *CFBISD Student Responsible Technology Use Guidelines*.
- Investigate inappropriate use of resources.

Theft-Deterrent Measures

In an effort to minimize theft, CFBISD has taken the following measures:

- Devices are labeled with a district and/or campus barcode.
- Devices can only be accessed with a CFBISD account.
- Devices will be deactivated, locked and rendered unusable when reported lost, stolen or not returned.

Device Management

Devices are managed utilizing a mobile device management solution (MDM), which allows district administration to review application deployment, control and usage. This includes the ability to lock the device in instances deemed disruptive or inappropriate. The student issued the device will be responsible at all times for its acceptable use.

Monitoring Software

The CFBISD administration shall have authority to select the student device monitoring software of its choice and revise the selection as new technologies become available. This software shall be installed directly onto all CFBISD-issued devices intended to be used by students. The device monitoring software shall only be active and functional while the device is connected to the CFBISD network and/or during school hours.

While any district-owned student device is connected to the CFBISD network, the monitoring software may allow CFBISD teachers or administrators to do the following:

- Mirror the teacher screen onto student devices for close-up demonstrations and to lock the screen in place during instruction
- View and monitor student screens on a teacher or administrator device
- Allow or block certain websites and applications on student devices
- Send and receive files and/or messages to and from students
- View internet browsing history on student computers during an active monitoring session

Device Repair or Replacement

Devices are on loan to students and remain the property of the Carrollton-Farmers Branch ISD. If a student experiences an issue, they are to take the device to the school library within one school day. Replacement devices are offered when necessary and may not be identical to the device initially issued to the student. Students are to store all coursework in their CFB Google Workspace account to preserve file access. CFBISD devices are not to be taken to an outside computer service for repair.

Spot checks of student devices may occur at any time. Any student who fails to report damage or abuse will be subject to fines and/or disciplinary action. If three (3) or more incidents occur within the course of one school year, the student may face disciplinary action and repossession of the device for the remainder of the school year.

A limited number of temporary devices may be available for student use during device repair. If available, a temporary loaner device may be issued to students. Loaner devices are for on-campus use only and are restricted to the district network.

Damages

CFBISD will internally manage and repair devices in the 1:1 program. The district will cover repair costs for damaged equipment resulting from normal use or equipment malfunction. Costs for all other damage, loss or theft—whether intentional or accidental— will be the responsibility of the student/parent and will result in the student/parent being charged the repair or replacement cost. Standard rules for the restriction of privileges, records and transcripts apply for all unpaid fines.

Accidental Damage vs. Negligence

Accidents do happen. However, it is crucial to distinguish between accidental damage and negligence. Accidental damage refers to damage that occurs despite following all guidelines for care and handling of the device. If a device sustains accidental damage, the cost for such a repair may be covered under CFBISD's Device Protection Plan, as outlined below. Leaving the device unattended or failing to secure it does not constitute a valid claim for unavoidable theft, loss or damage.

Negligence is defined as failure to exercise reasonable care and/or take appropriate precautions, as described in this handbook, resulting in damage or loss of equipment. If a device is damaged due to willful or negligent actions, the student/parent will be responsible for the cost of repair or replacement and the student may face disciplinary action. Repeated instances of negligence may result in the revocation of take-home

device privileges.

Repair/Replacement Costs
Fees for lost or damaged devices may be issued based on a damage or loss assessment. If a lost device is found in good condition, the charge will be removed from the student's account or fully refunded. Documented incidents will remain on file even in the event of a student's withdrawal and re-enrollment in any Carrollton-Farmers Branch ISD school.

Sample Component	**Cost** (depending on model)
Power adapter/charging cord	$30 - $60
Keyboard	$40 - $70
Screen	$50 - $80
Case	$40
Full Replacement	$350 - $400

Theft
If a device or accessory is stolen, whether on or off school property, immediately report the incident to a school administrator. The student or parent must also file a police report and provide a copy to the school within three (3) business days. A copy of the police report must be provided to the campus administrator before a replacement device is issued. Failure to report the theft to police and/or notify the school may result in the student and parent being held responsible for replacement. Fraudulent reporting of theft will be referred to local authorities for prosecution. Students who make false reports may also face disciplinary action.

Returning the Device

Students moving from one campus to another for the purposes of transfer or promotion as well as those graduating from high school will be required to return district-issued devices and accessories at the end of the school year. Students transferring midyear within CFBISD will return the device to the school they are leaving and check out a device from their new campus.

As part of the return process, all district-issued devices and accessories will be inspected for functionality and damage. Fees may be assessed for any items that are lost, missing,

or returned damaged. Parents or guardians are financially responsible for these costs. Unpaid fees may result in restricted privileges and the withholding of student records, grades, transcripts, or diplomas until the balance is cleared.

Devices must be returned when a student leaves Carrollton-Farmers Branch ISD. Failure to do so may result in a full replacement fee and potential involvement of law enforcement. Devices not returned will be remotely disabled and rendered inoperable.

In accordance with Board Policy CMD (LEGAL) and Education Code 31.104(c), (g)-(h), students and their parents or guardians are responsible for all instructional materials and technological equipment not returned in acceptable condition. Until these items are returned or paid for, the student forfeits the right to receive additional instructional materials or equipment free of charge.

Device Protection Plan

To provide maintenance and support for CFBISD-owned devices, the district strongly recommends parents/guardians participate in the CFBISD Device Protection Plan. The cost to enroll in the protection plan is $30 annually and may be paid via RevTrak.

This protection covers repair or replacement costs for accidental loss, damage, theft and product failure during the school year in which coverage was purchased. Enrollment is valid for one school year and must be completed annually to maintain coverage. Device protection payments are not refunded if unused. Parents/guardians who opt out of carrying device protection will be liable for the full repair or replacement costs of the device.

What is covered?
The device protection plan covers accidental loss and damage of the property as defined in the terms of the *CFBISD Student Technology Handbook*. Coverage includes warranty, support, maintenance and accidental damage protection for one school year.

Accidental Damage
The device protection plan will fully cover one (1) claim for accidental loss or damage occurring within the designated school year. Only components needing repair will be submitted to the repair center. The student is responsible for maintaining the remaining non-damaged components.

Lost or Missing Device
The device protection plan covers one claim for accidental loss within the designated school year. Any loss of district property must be reported to the campus administrator

within three (3) business days. This allows the campus to promptly investigate and potentially recover the device. The district's device management software will remotely disable the device, rendering it inoperable.

Device Accessories
The device protection plan covers the device itself and includes one replacement for the power adapter and case (if issued) due to normal wear and tear. Defective or inoperable accessories must be returned before a replacement is issued.

What is NOT Covered?
The device protection plan does not cover intentional damage or gross negligence. If damage is determined to be intentional or due to gross negligence, the parent/ guardian is responsible for the full cost of repairs or replacement. This includes deliberate damage to the device and peripherals/components, which will be charged at the actual cost of repair, including parts and labor. Damage incurred to an iPad with the district-issued cover removed will be considered deliberate.

The following are not covered by the device protection plan:

- Repeated instances of damage
- Intentional mistreatment or vandalism
- Cosmetic damage not affecting device functionality
- Replacement of lost accessories, such as the power adapter
- Loss of data stored on the device
- Confiscation by law enforcement agencies for investigation or evidence

Additional Terms
Parents/guardians are responsible for all replacement or repair costs for devices lost or damaged prior to the implementation of the device protection plan. If a student violates any CFBISD policies or guidelines, resulting in the loss of device privileges, the device protection payment will not be refunded. Additionally, failure to purchase device protection will result in parents/guardians assuming the full financial responsibility for any repair or replacement costs incurred due to damage or loss.

After one claim for accidental loss or damage has been covered, the parent/guardian is responsible for the full cost of any subsequent repairs or replacements to the device and accessories (case, power adapter). All device-related fees must be paid in full before the device is returned or reissued to the student.

CFBISD STUDENT RESPONSIBLE TECHNOLOGY USE GUIDELINES

The Carrollton-Farmers Branch Independent School District ("CFBISD" or "district") provides students and staff with an electronic communications system for educational and administrative purposes. This system encompasses the district network (including wireless), servers, workstations, mobile devices, peripherals, applications, databases, online resources, internet access, email and any other designated technology, including future advancements. This includes access to the district network via district-owned or personal devices on or near school property, in school vehicles, at school-sponsored activities and through remote off-campus access.

Responsible Use

The district installs and manages all software and applications necessary for coursework on student devices. In compliance with Board Policy CQC(LEGAL), 'direct and informed parental consent is required for a student's use of a software application, other than a software application necessary for the administration of' required state assessments. Only district-approved applications that meet state data privacy and security standards will be permitted.

Responsible technology use aligns with responsible behavior in all CFBISD activities. All users are expected to utilize technology resources ethically, respectfully, and in accordance with the following guidelines.

- Practice good digital citizenship, protecting personal and confidential information such as passwords, names and addresses.
- Immediately report threatening messages, concerning internet content and security breaches to school officials.
- Use the CFBISD electronic communications system for factual, kind and respectful communication only.
- Use assigned accounts, passwords and district resources for school purposes only.
- Follow copyright laws by properly documenting sources and avoiding plagiarism.
- Ensure AI (Artificial Intelligence) tool use aligns with academic integrity principles of honesty and originality.
- Access and modify only your own computer files.
- Maintain devices in good condition and promptly report any damage or loss.
- Utilize the CFBISD guest Wi-Fi network for personal devices.

Prohibited Use

The following non-exclusive list includes examples of actions which are strictly prohibited and constitute violations of the *Student Responsible Technology Use Guidelines*:

- Sharing usernames/passwords, impersonating others online or accessing unauthorized accounts.
- Posting or accessing illegal, abusive, obscene, profane, offensive, pornographic, sexually oriented, threatening, discriminatory, retaliatory, harassing or reputation-damaging content.
- Using the CFBISD electronic communications system for illegal purposes, including, but not limited to, cyberbullying, gambling, pornography, theft, discrimination and hacking.
- Disabling or attempting to disable system monitoring, filtering or security measures.
- Introducing viruses or other malicious programs onto the CFBISD system.
- Gaining unauthorized access to restricted information or network resources.
- Downloading or plagiarizing copyrighted information without permission.

Cyberbullying

Cyberbullying, as defined by state law, means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website or any other Internet-based communication tool.

Cyberbullying includes the use of electronic devices to send, post or deliver abusive, obscene, sexually oriented, threatening, harassing or reputation-damaging messages, including cyberbullying and "sexting," both on and off school property, if it substantially disrupts the educational environment or infringes on the rights of others. Cyberbullying may include, but is not limited to:

- Sending abusive messages to electronic devices.
- Posting abusive comments on social media platforms.
- Impersonating another student online.
- Posting another student's personally identifiable information online.
- Sending abusive comments during online games.

Artificial Intelligence

Artificial Intelligence (AI) tools can enhance learning when used appropriately. AI has the potential to serve as a supplemental tool to support and expand on classroom instruction, facilitate personalized learning opportunities and increase educational opportunities. CFBISD has developed the following guidelines and protocols for the use of AI:

- Align AI use with teacher instructions and expectations.
- Cite any AI-generated content and avoid submitting it as original work.
- Verify the accuracy of AI-generated data.

- Refrain from using AI to access, create or display harmful, deceptive or inappropriate content.

Student use of AI for assignments or research must be guided and approved by a district staff member. CFBISD will implement reasonable security measures to protect AI technologies from unauthorized access and misuse. AI systems used within the school district will be evaluated for compliance with relevant data protection, privacy and student online safety laws and regulations. Staff and students are prohibited from entering confidential or personally identifiable information into unauthorized AI tools. Unauthorized or inappropriate AI use is subject to disciplinary action in accordance with the *CFBISD Student Code of Conduct*, state and federal law and Board Policies.

Federal Regulation Compliance

CFBISD adheres to federal requirements under the Children's Internet Protection Act (CIPA) requirements by implementing internet safety practices regarding:

- Protecting minors when using email, online social media, chat rooms and other forms of electronic communication.
- Preventing unauthorized access, including hacking.
- Preventing the unauthorized disclosure, use and dissemination of personal identification information regarding minors.
- Implementing measures to restrict minors' access to harmful materials.
- Educating minors about appropriate online behavior, including cyberbullying awareness and response.

CFBISD utilizes a CIPA-compliant content filtering solution to prevent access to inappropriate websites. All CFBISD network activity, including activity on personal devices connected to the CFBISD wireless network, is monitored 24/7. Students are expected to report any inappropriate sites encountered to school staff. Inappropriate activity may result in disciplinary consequences.

In compliance with the Children's Online Privacy Protection Act (COPPA), the district adheres to strict guidelines regarding the collection, use and disclosure of student information. COPPA generally requires websites that collect personal information to obtain parental consent for users under the age of 13.

The law permits schools to consent to the collection of personal information for educational purposes, eliminating the need for individual parental consent for each program or service used. CFBISD utilizes online textbooks and educational tools such as Google Workspace and Canvas. To access these programs and services, certain personally identifiable information, such as student name and school email address, is provided by the district to these website operators.

CFBISD prioritizes student safety and privacy. The district carefully reviews the privacy policies and terms of use of all educational technology tools and requires contracted vendors to sign a data privacy agreement. To access a list of software vendors the district has contracted with, as well as the data provided to those vendors, please visit the Reviewed Digital Resources website.

Term

These Guidelines are binding on the student for the duration of their enrollment in CFBISD. CFBISD Board Policies CQ and FNCE (Legal) and (Local) are incorporated herein by reference.

Student Agreement:

I have read, understood, and agree to comply with these guidelines. I acknowledge that my technology use is subject to monitoring and that I am responsible for the consequences of my actions.

Parental Agreement:

I have read and understand these guidelines and acknowledge the use of technology in CFBISD schools is designed to support educational principles. I understand my student is responsible for the appropriate use of technology and their failure to responsibly use such technology may result in their technology privileges being limited or revoked, and/or other disciplinary measures. I also understand I may be held financially responsible for any willful damage to CFBISD-owned technology devices. I acknowledge CFBISD has implemented internet filtering measures, but recognize it is impossible to completely prevent access to all potentially inappropriate content. I will not hold CFBISD or its officials or employees liable for materials accessed by my student on the internet.

CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT
STUDENT/PARENT 1:1 DEVICE AGREEMENT

I hereby consent to the distribution of a school-issued device to my student for educational purposes. I agree to monitor and assume responsibility for my child's usage of the device as outlined in the CFBISD Student Technology Handbook.

CFBISD retains legal title to the property, which shall at all times remain titled in the district. In the event of damage, loss or theft of the device, I acknowledge and agree that I am responsible for the current replacement cost of the device and any accessories, as outlined in the Student Technology Handbook and as listed below. I will report the loss or damage to a campus administrator within three (3) business days. If the device is stolen, I will also file a police report and provide a copy to the campus administrator within three (3) business days. The district may remotely disable the device to protect the device and/or data in the event of loss or theft or failure to return the property.

Sample Components	**Cost** (depending on model)
Power adapter/charging cord	$30 - $60
Keyboard	$40 - $70
Screen	$50
Case	$40
Full Replacement	$350 - $400

If the device is not returned in acceptable condition upon the student's withdrawal, transfer, termination of enrollment, expulsion or when otherwise required, the device will be considered stolen. CFBISD may impose disciplinary consequences as outlined in the Student Code of Conduct, report the theft to local law enforcement, or take other necessary actions to recover district property. This may include the district's right to reclaim the device from the student's residence or any other location where the property may be found.

Confirmation of Terms

I confirm I have reviewed, and accept, the terms and conditions outlined herein. I assume responsibility for the property assigned to my student and agree to pay any applicable replacement or repair costs for loss, damage, theft or failure to return the property in acceptable condition.

Non-compliance with this Agreement, the *Student Technology Handbook*, the *Student Code of Conduct* or the *Student Responsible Technology Use Guidelines*, may result in the district declaring default or breach of this agreement. I also understand the district, at its sole discretion, may terminate this agreement at any time by providing written notice and the District may repossess the property.

Appendix

A. **Copy of Signature/Acknowledgement Page for Student Technology Handbook**
B. **Parent/Guardian Tips for Healthy Media Use**
C. **Digital Parenting Tips 1-pager/Family Media Contract Sample**

(Copy of) Carrollton-Farmers Branch ISD Student Technology Handbook Acknowledgement

This agreement allows your student to participate in the CFBISD 1:1 program and receive a district-owned device. If you do not wish for your student to participate in the 1:1 program, please submit a written request to your child's campus principal.

I have read and will comply with the terms outlined in this handbook which include:

- Carrollton-Farmers Branch ISD *Student Responsible Technology Use Guidelines*
- Carrollton-Farmers Branch ISD *Student/Parent 1:1 Device Agreement*

Reminder: It is strongly encouraged that students participating in the 1:1 program purchase device protection. Payments may be processed via RevTrak.

Note: All device use, whether on district-owned or personal devices, is subject to the terms outlined in this handbook when connected to the CFBISD network. Failure to comply with these terms may result in the loss of access to digital resources and/or network credentials.

Parent Signature: *Signatures collected electronically during enrollment*

Parent/Guardian Tips for Healthy Media Use

Today's children are immersed in a digital world. While digital media can be enriching, it's crucial to ensure healthy usage that balances screen time with physical activity, sleep and social interaction. Parents and caregivers play a vital role as media mentors, guiding children towards responsible and beneficial digital experiences. Here are some tips for fostering healthy media habits:

- **Establish Clear Limits:** Set consistent limits on the types of media allowed and the amount of time spent using devices. Prioritize sleep, physical activity, and other essential aspects of a balanced lifestyle.
- **Create Media-Free Zones:** Designate media-free times, such as during meals or family time.
- **Restrict Bedroom Use:** Allow device use in common areas like the living room or kitchen, and discourage bedroom use.
- **Establish a Digital Bedtime:** Implement a "digital bedtime" by turning off devices and disconnecting from Wi-Fi at a designated time each evening.
- **Utilize Parental Controls:** Explore and implement parental controls offered by your internet service provider and wireless router.
- **Stay Engaged:** Show genuine interest in your child's online activities. Ask questions, review their work and engage in open conversations.
- **Communicate Expectations:** Clearly communicate expectations for online behavior, emphasizing kindness, respect and safety.
- **Lead by Example:** Model responsible online behavior by demonstrating respectful and appropriate online interactions.
- **Monitor Online Activity:** Regularly monitor your child's online activity.
- **Develop a Family Media Plan:** Create a family media plan to establish healthy guidelines for media use within your home.

For further guidance on healthy digital media habits, including information on creating a Family Media Plan, visit Common Sense Media, a leading nonprofit organization dedicated to helping kids and families thrive in a connected world.

DIGITAL PARENTING TIPS

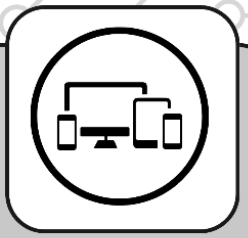
KEEPING YOUR STUDENT SAFE ONLINE



SET GROUND RULES

- When, where device is used
- How much screen time each day
- Off-limit times
- What device is used for (academics)

KEEP DEVICES SEPARATE



Do not plug personal devices into the district device
District devices should be used for academic purposes



REPORT QUESTIONABLE CONTENT

Helpdesk@cfbisd.edu
(972) 968 - HELP

Student Name/ID
Time/Date of incident
Site Name or URL
Screenshot if possible

REINFORCE "NETIQUETTE"



Manners, such as being polite, also apply online!
Review safety information:

- Avoid sharing personal information
- Tell an adult if something online that makes them uncomfortable

TYPES OF DATA COLLECTED FROM YOUR STUDENT

Demographic Data: Name, ID Number, Address, Schedule, Immunization Records, Bus Routes

Academic Data: Grades, Attendance & Assessment Data

THINGS CFB DOES TO PROTECT STUDENT DATA

Cybersecurity tools
Vetting software purchases
Data Privacy Agreements with District Vendors
Free Resource Guidelines for Teachers

FAMILY MEDIA CONTRACT

Time Limits

- I will be allowed to use my device a maximum of _____ hours outside of school.
- I will not use my device at school unless I have permission from the teacher.
- I will not use my device past _____ pm because it can affect my ability to sleep.

Appropriate Content and Sharing

- I understand that my device gives me access to many things that may not be appropriate for my age. I will only visit sites approved by my teacher and my parents.
- I will not be hurtful or mean to others on the internet. This includes messaging, commenting, posting and liking mean or hurtful content.

Safety

- I will not share any personal information such as my full name, date of birth, address, phone number or photos online without my parents' permission.
- I will not share my location while using my device.
- I will not share passwords with anyone but my parents.
- I understand my parents have the right to adjust the privacy settings on my device and monitor my activity.

Consequences

I understand that access to a device is a privilege and breaking this agreement will lead to consequences as determined by my teacher and/or parents.

Child's Signature _____

Parent's Signature _____