# BOB LANIER MIDDLE SCHOOL

A Vanguard Magnet and International Bacclaureate World School

# Technology Acceptable Use Policy

## Lanier Middle School

Lanier recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, Lanier has made a significant commitment to integrating technological advances into the school program to enhance students' learning experiences. Lanier provides access to the school's cloud drive (OneDrive) and internet services from every computer connected to the HISD network. Understanding and following Lanier's Acceptable Use Policy allows us to maintain a respectful, effective, and safe learning environment.

Lanier's network resources are considered the property of HISD. Device access to Lanier's network services will be provided throughout the school via a wireless network. HISD blocks websites and web-based services that the district deems to pose a threat to the safety, security, academics and well-being of its community members, facilities, network, and resources. Categories that are blocked include, but not limited to pornography and sexually explicit material, criminal and illegal activities, weapons and extreme violence, computer hacking, spyware and malicious software, certain video streaming sites, and certain social media sites. Lanier will continue to take precautions for this type of material on all equipment that is part of the school's network.

Any actions performed or initiated through the network must reflect the integrity and honesty expected of a Lanier student, as described in the HISD Code of Conduct and the Lanier Student Handbook. Students will be held responsible for actions initiated on their devices, regardless of whether they were using their computer at the time of the infraction. Therefore, students may only use the device they have been issued.

# Non-negotiable Student Device Policies and Expectations

## Students must bring their device to school every day.

We want all students to take full advantage of the resources available to them via their laptops. Therefore, we require all students to bring their HISD issued laptops to school every day. It is at the teacher's discretion to assign a consequence to a student that fails to bring their device. Consequences for failure to bring their device to school may include, a zero on assignments, tests, detention, etc. To check out a device loaner, students must submit the Student Device Loan Agreement to Ms. Hackett in the Library.

## Students must have their device in a case when not in use.

The school-issued cases are available if a student does not have a case. Teachers will do a device check every 6 weeks to make sure student devices are working properly and undamaged.

### Students must come to school with their device fully charged.

- Students should charge their device every night and should bring it to class fully charged.
- Students can charge devices in a classroom with expressed teacher permission.
- Cell phones or other personal device charging of any kind is not allowed during class.

### Students must prevent device damage.

Students will face consequences for a severely broken device that requires replacement. If a student's device breaks:

- The student will bring the broken device to the library during first period for evaluation.
- If the device must be exchanged for a new one, the technology team will issue the student a "Computer Damage & Negligence Form."

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### Students must prevent device loss/theft.

Students should label their device and chargers. Devices should be kept in their hallway locker or on their person at all times (never leave it unattended). Students should make arrangements to ensure devices can be monitored by an adult if at an off-campus event. Students must complete a lost or stolen report immediately after the device goes missing.

**If a student loses their device:**
- Students must report the loss to the Ms. Hackett and will provide the student with a police report form.

At the end of the year, students must return their device, case, and power charger. If a student does not turn in one of these items, then they will be responsible for part of the cost. This fee is due by the last day of school. If missing items are not paid for, then a financial hold will be put on the student's account. Payment must be made through SchoolPay.

# On-Campus Tech Support

The Technology Help Room is located on the third floor in the library. The purpose of the Technology Help Room is to provide technical assistance to our users. Our technology team is headed by Ms. Hackett, our librarian and media specialist. The Lanier technology team will handle both hardware and software support. Together they can submit devices for repairs and answer student software and hardware questions. Some questions and issues must be elevated to the district level for review. Technology support is available each day during 1st period in the library. Quick support issues may be addressed throughout the day as well.

### How Long Will I Wait for Tech Support?

Three common scenarios:

1. If the repair is simple, the student will be told to wait or to return for their device within 30 minutes-4 hours.
2. If the repair will take more than a few hours, the student will be issued a replacement device.
3. If the device is lost or stolen and the student has filled out the necessary paperwork, an immediate replacement device will be issued.

## 2024-2025 STUDENT DEVICE LOAN AGREEMENT

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

- This student device loan agreement, which is signed by the parent/guardian and student, 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. 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 computer or installed on the computer under any circumstances.

- Parents/guardians accept financial responsibility for cost related for replacement of a lost or stolen device or accessories, or for damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored.

- A lost or stolen device should be reported to the campus technologist or school administrator within one school day.

- The device, which is the property of Houston ISD, must be returned prior to the end of the 2024-2025 school year, or in the event of school change or early withdrawal.

- The district will provided students with a Digital Citizenship Course 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.

- I have read the Acceptable Use Policy for Electronic Services for Students.

We, the undersigned student, and parent/guardian, agree to assume full responsibility for the proper care and educational use of the device/computer/equipment described in this document.

Student Name (print) _____Phone _____

Student ID _____Grade Level _____Homeroom Teacher_____

Address/City/State/Zip _____

Student Signature_____Date _____

Student Email _____

Parent Signature_____Date _____

Parent Email_____

School Name **L a n i e r Middle School**