

GEORGE H.W. BUSH
NEW TECH ODESSA
HIGH SCHOOL

Parent/Learner Technology
Handbook



2022-2023

Table of Contents

Section	Pages
Terms of Technology Use	Pages 3-4
Loss or Damaged Laptop	Page 3
Parent/Learner Laptop Fees	Page 5
Table of Damage Fee Costs	Page 5
Payments and Payment Plan	Page 6
Technology Training Class	Page 6
Use of Computer and Laptops on the Network	Page 7
General Laptop Rules	Pages 7-9
Violations	Page 9
Table of Fees for Violations	Page 10
Laptop User Agreement Form	Page 11
Laptop User Do's and Don'ts	Page 12
Laptop Violation Form	Page 13

Terms of Technology Use

New Tech Odessa is a Project Based Learning environment where every Learner will be assigned a District-owned laptop for as long as they are a current Learner at New Tech Odessa. As part of this program, each Learner will be receiving a laptop with the following configuration package:

Apple MacBook

- Microsoft Office
- Power cord
- Laptop Case w/ charge case
- Access to iMac Desktops in Labs

The laptop is intended for educational purposes only and will be issued upon the Learner's and parent/guardian's signed acceptance of the terms of the Parent & Learner Laptop Handbook, Ector County Independent School District Internet Use Agreement, and Learner Code of Conduct.

Compliance agreement

Each Learner is required to comply at all times with the New Tech Odessa Parent/Learner Laptop Handbook, Ector County ISO Internet Use Agreement, and Learner Code of Conduct incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and New Tech Odessa (Ector County ISD) may repossess the property.

Title

Legal title to the property is in Ector County ISD and shall at all times remain in Ector County ISD. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent & Learner Laptop Handbook

Loss or Damage

If the property is damaged lost, or stolen, you are responsible for the cost of damage fees of its Apple refurbished pricing on the date of loss. Loss of or theft of the property must be reported to New Tech Odessa by the next school day after the occurrence. A table of estimated pricing for a variety of damage fees (Table of Estimated Damage Fee Pricing) is included in the Parent/Learner Laptop Handbook to which reference is hereby made.

Care of Equipment

The Learner will exercise all due and reasonable care in handling the use of laptop and associated peripherals and agrees to return the equipment in good condition at the end of each school year. Ector county ISD accepts and acknowledges reasonable and normal wear and tear of the laptop over the course of its useful life. Normal wear and tear as defined by the NTO technology administrator and the Dean of Students.

Repossession

If you do not fully comply in a timely manner with all terms of this Agreement and the Parent/Learner Laptop Handbook, Including the timely return of the property, the District shall be entitled to declare you in default. The district reserves the right to take any reasonable means to reclaim and take possession of the property and any files and/or any data on the device.

Term of Agreement

Your right to use and possession of the property terminates not later than the last day to the school year unless earlier terminated by the District or upon withdrawal from the school and/or the District.

Appropriation

Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Parent/Learner Laptop Fees

Learners are required to follow the procedures defined below:

1. Learners will take possession of their assigned laptop after the parent/Learner mandatory training. Check-in of device is to be no later than the last day of each school year or upon withdrawal from the school and/or school.
2. In case of theft, vandalism, and other criminal acts, a police report MUST be filed with the Odessa Police Department and ECISD Police by the Learner and/or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school for verification.
3. If laptop is stolen or lost, Learners/parents are responsible to pay for the replacement cost the laptop.
4. Learner will be charged the full price of the laptop if deliberately damaged and/or vandalized.
5. Learners/Parents are responsible for reasonable cost of damage fees for damaged laptops (see Table of Estimated Damage Fee Pricing).

NTO Learner Damage Fee Chart

DAMAGE FEES/REPLACEMENT	MacBook Air (2020 Model)	MacBook AIR (2017 Model)
TOTAL LOSS	\$800	\$700
SCREEN DAMAGE	\$500	\$500
TRACKPAD DAMAGE	\$280	\$50
BATTERY DAMAGE	\$280	\$80
CHARGER REPLACEMENT	\$80	\$80
KEYBOARD DAMAGE (1-2 KEYS)	\$280	\$25
KEYBOARD REPLACE (3+ KEYS)	\$280	\$80
LAPTOP BAG REPLACEMENT	\$25	\$25
CHARGER BAG REPLACEMENT	N/A	N/A
OTHER/MISC	\$25+	\$25+

The costs of any other parts needed for repairs will be based on manufacturer's current price list.

Estimated repair costs will be enforced for all items not covered under original manufacturer warranty purchased with laptop.

Payments and Payment Plan

A Statement of Charges will be mailed to learners with a balance the first week of every month. Payments are due at the end of that same month. If a Learner is required to pay any fees due to loss or damages, and is unable to pay the amount in full, a payment plan can be created between the Learner's family and the campus. If an agreement or payment plan is not set with the campus, then learner may not be issued a MacBook for the following school year. If the learner is in his/her senior year, the school may withhold the diploma until the amount is fully paid.

Technology Training Class

Classes will be held over the laptop handbook when needed throughout the school year. This will give students a better understanding of what is expected of them when in possession of their computers.

Personal Device Use

New Tech has an electronic device for each of our learners. The device is prepared and intergated for success here at NTO. When a learner does not use the device provided by New Tech, it is the responsibilty for the learner and their family to ensure all expectations are met.

Use of Computers and Laptops on the Network

New Tech Odessa is committed to a Learner being able to continue with his/her work when his/her laptop is experiencing problems. To assist with this matter, NTO will provide the following:

[Google Drive](#)

Echo account

Learners can save important items on this network drive or account, keeping a backup that they can access from any network.

- No Loaning or Borrowing Laptops, Network passwords and usernames.
- Learners are prohibited from loaning their assigned laptop or other equipment to other Learners.
- Learners are prohibited from sharing passwords or usernames with others.

New Tech Learning System (Echo/Dual Credit)

All classes have online assignments and projects posted in the New Tech Learning System, ECHO, which can be accessed through any computer with Internet Access. Dual Credit classes will have their online network as well and can be accessed appropriately, using any computer with internet access.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while Learners are logged on to the district network but may be unprotected at home. Learners are in violation of District policy if they access these sites through proxies or by any other means. Parents may want to restrict their home access. For more information about Internet safety go to www.studentinternetsafety.com.

General Laptop Rules

Learner Email

Through the ECHO and GOOGLE network, all New Tech Odessa Learners will be assigned a personal email account that is to be used for school-related correspondence ONLY, e.g. communicating with teachers and working on projects. Personal use of the NTO Learner email account is strictly prohibited.

Screensavers

Inappropriate media may not be used as a screensaver. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions, in accordance with district policy.

Markings on the MacBook

MacBook are to remain clean-There should be no pencil, highlighter, pen, marker or any other stray marks on the exterior or interior of the MacBook. There should be no stickers other than the approved issued stickers.

Deleting Files

Learners are NOT to delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with the ability to complete class work and may affect a Learner's grades.

Music, Movies, Games or Programs

- The possession of any content (music, pictures, movies, games, etc.) which may be construed as profane, pornographic, or offensive will result in disciplinary action as defined by ECISD Learner handbook policies.
- Any video game (including web-based and widget games) or movies are prohibited unless directly related to a school activity or assignment.
- All software loaded on the system must be approved by the Technology Administrator or Dean of Students.
- Any and all pirated or violation of copyright laws is prohibited.
- Social Networking websites and streaming services are permissible off campus as long as all **monitored material** placed on the networking sites follows all District Technology Acceptable Use Policy.
- Any Networking site not blocked at school is acceptable at school.
- Any program or VPN designed to bypass Network restrictions is prohibited.
- Access to another user's account or computer without their consent or knowledge is considered hacking and is unacceptable and in violation of the District Technology Acceptable Use Policy.

Laptop Identification Tag and Number

All laptops and laptop sleeves will be marked with a Learner laptop identification number. All identification numbers and tags must remain unmarked, undamaged, and visible at all times.

Violations

Violations of the New Tech Odessa [appropriate use of technology] policies that are not directly related to class projects could result in one or more of the following actions:

- A conference between principal, parent and Learner
- A Learner's computer access will be suspended for a period of time determined by the Dean of Students.
- Out of school suspension
- AEP placement
- Fines and fees
- Mandatory Technology Acceptable Use Training
- Limited Access to Networks
- Time restrictions

ECISD will not be held responsible for downloading/viewing inappropriate material or participating in illegal activities such as hacking other networks. In addition, use of the laptop/network for financial gain is prohibited.

Transporting Laptops

Laptops must be transported in the assigned laptop case with the computer at all times. Learners participating in UIL activities at Odessa High School or Permian High School will be responsible for securing their laptop at each respective campus.

To prevent hard drive damage, laptops need to be shut down when not in use.

DO NOT transport any documents, spirals, pen, etc. inside the computer. This can cause damage to the screen that will result in replacement.

TABLE OF FEES FOR VIOLATIONS

VIOLATION	FEE
District Acceptable Use Policy downloading/viewing inappropriate material	REIMAGING \$15 per occurrence- 1 st & 2 nd Removal of privileges – 3 rd occurrence
Markings/Stickers Removal	CLEANING FEE \$15 per occurrence- 1 st & 2 nd Removal of privileges – 3 rd occurrence
Laptops not in Laptop Case	Improper device transportation Warning - 1st occurrence Removal of privileges - 2nd occurrence Removal of privileges and Saturday School - After 3rd occurrence

*Any consequence is determined by The Dean of Students and severity of the offense.

New Tech Odessa Technology User Agreement Form

Asset Tag: _____

Pickup Date: _____ (start of year)

Dropoff date: _____ Leave empty until end of year

Understanding Responsibilities: Learners and parents, please initial each statement to indicate that you understand what is being asked of you.

_____/_____/_____ I understand that it is the responsibility of the learner and parents/guardians of the learner to make sure that the laptop that provided is properly taken care of while it is in the possession of the learner.

_____/_____/_____ I understand that the provided laptop will be monitored both on and off the ECISD Network and I am accountable for all material/content on the laptop at all times.

_____/_____/_____ I understand that there may be charges if the laptop or accessories are damaged, lost or stolen.

_____/_____/_____ I understand there may be fees and or fines for improper use of laptop.

_____/_____/_____ I understand that I am responsible for all proper basic care of the technology.

I understand that my privilege of using a laptop may be revoked if:

- I leave my laptop in an unsecured area including an unlocked car or vehicle
- My laptop is maliciously damaged
- I purposefully damage my laptop
- I lend my laptop to anyone
- My laptop is involved in recurrent reckless activities
- I disregard ECISD's Acceptable Use Policy (attached)
- I use my laptop for any activity other than is specified in this handbook.

_____/_____/_____ I understand that it is my responsibility to return the laptop that has been provided to me, at the end of the school year, or if I withdrawal from New Tech Odessa.

Our signatures below indicate that we have read and understand all components of the Technology User agreement.

Learner Name (please print): _____ ID: _____

Signature: _____ Date: _____

Parent Name (please print): _____

Signature: _____ Date: _____



Laptop User Do's and Don'ts

- Laptops must be carried in the assigned sleeve at all times
- No loaning or borrowing of laptops
- No sharing passwords or username
- Make sure to recharge battery nightly (plug into wall first, then laptop)
- Identification number must be visible at all times
- Learners are not allowed to download inappropriate media or screensavers
- If laptop is stolen or damaged, report immediately
- Laptops must be used and cared for with **TRUST, RESPECT,** and **RESPONSIBILITY**



NEW TECH ODESSA

TECHNOLOGY CITATION FORM



Learner/ID _____ Asset Tag _____

A violations of the New Tech Odessa [Appropriate Use of Technology] policies could result in any or a combination of the following actions:

DESCRIPTION OF INCIDENT

ACTION TAKEN

- A fee of _____
- Mandatory Technology Training Class
- Learner's computer access will be suspended for _____ days
- Learner will be allowed to have access to the laptop for _____ days
- Out of School Suspension
- AEP placement

RECOMMENDATIONS

Administrator Signature: _____ Date: _____

Learner Signature: _____ Date: _____

Parent contact date: _____

