



Table of Contents

Fort Bend ISD EquippED Acceptable Use Guidelines	1
EquippED 1:1 Laptop Program (6th-12th grade students)	2
1. General Laptop Procedures	2
1.1. Check-Out Procedures	2
1.2. Check-In Procedures	2
1.3. Laptop Settings.....	2
1.4. Transporting laptops.....	2
1.5. Daily Expectations	2
2. Taking Care of Your Laptop	3
2.1. General Precautions.....	3
2.2. At Home and On the Move	3
2.3. Screen Care.....	3
3. Using Your Laptop at School.....	3
3.1. Security.....	3
3.2. Getting Help.....	3
4. Using Your Laptop at Home	3
4.1. General.....	3
4.2. Wi-Fi Connection at Home	4
4.3. School vs Personal Use	4
4.4. Personal Accounts.....	4
5. Lost, Stolen, or Damaged Laptop.....	4
5.1. Precautions.....	4
5.2. Damage	4
5.3. Lost Laptop.....	5
5.4. Theft.....	5

EquippED 1:1 Laptop Program (6th-12th grade students)

EquippED is FBISDs 1:1 student laptop program. All secondary students (grades 6-12) will be issued a FBISD laptop for use in class and at home. These laptops support a consistent and predictable digital environment for instruction, provide safe and secure access to educational resources, meet the requirements for a secure platform for testing (SAT/PSAT, ACT, STAAR, AP, TELPAS, etc.), and provide every secondary student with the modern resources needed to be successful in a digital world.

- All secondary students will participate in the EquippED 1:1 Laptop Program.
- Before being issued an EquippED Laptop, a student must have a signed EquippED Equipment Use Agreement in Skyward.
- There is no cost to participate in the program, however, parents/guardians will be responsible for any costs associated with laptop damage, loss, or theft.
- Optional insurance will be available to purchase annually to protect against laptop damage, loss, or theft.
- Students are expected to bring their laptop fully charged to school each day.
- Students should use the laptop for educational purposes only and follow the district's acceptable use policy and code of conduct when using the laptop online or offline.

1. General Laptop Procedures

1.1. Check-Out Procedures

Students may only check out an EquippED Laptop from a campus designated Fort Bend ISD employee. Before checking out laptops, a student must have a signed Equipped 1:1 Equipment User Agreement in Skyward.

1.2. Check-In Procedures

Once students are assigned a laptop, they will keep that same laptop year-round (including district holidays and summer break) until they transition to high school or when they graduate. Eighth graders that are transitioning to high school and high school students that are graduating 12th grade, must return the laptop on or before the assigned due date to a campus designated Fort Bend ISD employee.

Any student who withdraws or exits Fort Bend ISD must turn in their assigned laptop immediately upon withdrawing from the district. The school or district may require students to turn in their laptop at any point during the check-out period for maintenance or other reasons. Students must immediately surrender their assigned laptop upon request by authorized school personnel.

1.3. Laptop Settings

Most laptop settings on the laptops are set by the district. Students should not make any modifications to settings that are “greyed out”, disabled, locked, or otherwise restricted.

1.4. Transporting laptops

Students will take their assigned laptop to and from school each day. Students are expected to keep their assigned laptop in a secure location at all times, whether at school, home, or travelling between the school and home. Care should be taken to ensure that the laptop is not damaged or mistreated during transport.

1.5. Daily Expectations

Students are expected to bring their FBISD EquippED laptop fully charged to school each day as they would any other school supplies such as notebooks, textbooks, pencils, etc. Students are also expected to bring their laptop charger cable each day so they can recharge their laptop if needed.

2. Taking Care of Your Laptop

Students are responsible for the care of their assigned laptop. Technical assistance is available to any student at the student's school.

2.1. General Precautions

- a. Do not eat or drink while using your laptop.
- b. Do not walk or run while using your laptop.
- c. Do not draw or mark on your laptop.
- d. Do not attach stickers or other personalization to your laptop.
- e. Do not allow others to use your laptop.
- f. Never leave your laptop anywhere it could become damaged or stolen.
- g. Never leave your laptop unattended outside of your home.
- h. Do not leave your laptop unattended in a vehicle.

2.2. At Home and On the Move

Laptops should be transported safely between school and home daily. When transporting and using your laptop off campus, follow these guidelines:

- a. Do not use your laptops while walking, driving, riding the bus, or while doing any activity that could cause damage.
- b. Take extra caution with your laptop when in a public place or outside of your home or school.

2.3. Screen Care

Your laptop's screen can be damaged by rough treatment.

- a. Do not put excessive pressure on the screen by leaning on it or stacking other items on it.
- b. Do not put items against the device in your bag (such as pens, phones, etc.) that could scratch, puncture, or put pressure on it.
- c. Wipe the screen with a soft, dry cloth only. A microfiber or a clean cotton cloth works best - do not use paper towels or harsh chemicals (glass cleaners, bleach, etc.).

3. Using Your Laptop at School

All students are required to transport their laptop between school and home daily. Laptops should never be left in lockers or classrooms overnight unless directed by authorized FBISD staff.

3.1. Security

Students are expected to create and remember passwords when necessary. Students should set strong passwords and remember them. School staff typically will not know a student's password. The process for having a password reset depends on the application. Students should never share their passwords with anyone.

3.2. Getting Help

If you experience an issue with your EquippED laptop, try the following:

- a. Troubleshoot the problem yourself: Try doing something differently, closing and restarting the program that is causing the problem, or restarting your device.
- b. Wait it out: Often, problems are resolved behind the scenes within a few minutes, especially when using online resources.
- c. Consult a peer or your teacher for help: Chances are someone else may have experienced something similar.
- d. Research it: Other users may have posted solutions to your issue online.
- e. Enter a Technology Support Case: Visit Help.Fortbendisid.com to open a support case and an IT specialist will assist you.

4. Using Your Laptop at Home

Students are expected to abide by all the rules contained in the FBISD Student Parent Handbook when using the EquippED laptop even while at home or after school hours.

4.1. General

Students should use their assigned laptops at home under the same guidelines as at school. Additionally, students should:

- a. Follow any technology rules established by your parents/guardians.
- b. Apply the privacy and security guidelines outlined above.
- c. Respect the privacy and presence of others in the household.

4.2. Wi-Fi Connection at Home

With a parent or guardian’s permission, the EquippED laptop may be joined to a student’s home Wi-Fi network for internet access. EquippED laptops route all their network traffic through the District’s internet filter and firewalls. This helps protect the student and District infrastructure from potentially harmful content. Students may not attempt to bypass this security feature and may not use any VPN software, apps, or websites or any other tools designed to mask or hide their online activities while using the laptop

4.3. School vs Personal Use

- d. Use your EquippED laptop only for schoolwork and personal organization.
- e. Use the communication features of your laptop for schoolwork only.
- f. Only stream videos and audio and use apps that support schoolwork.
- g. The EquippED laptop should only be used by the assigned student. It is not for parent, sibling, friends, or family use.

4.4. Personal Accounts

You may choose to access personal accounts with your laptop, however, if you do so, your personal information may be accessible by school staff under certain circumstances. While it is not the intent to monitor your personal information, some information may be accessible if your laptops are turned in for maintenance, if a teacher or staff member checks your laptop’s history or files, or if you use your laptops for communications with other students. Adding your own personal accounts to your laptop does not change the expectations appropriate use of the laptops.

- a. Laptops are for schoolwork and educational use only (not entertainment)
- b. All communications with teachers must be made with school email accounts only
- c. Any form of harassment, bullying, or intimidation is strictly prohibited
- d. Any files, pages, etc. that are accessed with your laptops are subject to search by school staff

5. Lost, Stolen, or Damaged Laptop

The best way to prevent your laptop from becoming lost, damaged, or stolen is to handle it in a responsible and cautious manner. The following section addresses what happens if a laptop is lost, stolen, or damaged.

5.1. Precautions

- a. Keep your laptop within sight or secured at all times. When in class, your laptop should be on your desk, in your bag, or in a place designated by your teacher.
- b. Your laptop has a durable, protective case (similar to a phone case) designed to provide extra protection. Never remove this case from your laptop.
- c. When at home, your laptop should be kept in a location where damage is unlikely. Keep it away from pets, water, or other places of potential damage and never place objects on top of it.
- d. Don’t leave your laptop on the floor where someone could accidentally step on it.
- e. Never loan your laptop to anyone. You should be the only one to use your laptop.
- f. Check for your laptop often. If at the end of class, you do not have your laptop, notify your teacher immediately.

5.2. Damage

Damaged laptops are those that have been dropped, crushed, had liquid spilled on them, been exposed to extreme temperatures, or physically harmed in some way. Damaged laptops will likely malfunction and prevent you from using them effectively. Types of damage may include (but are not limited to) a cracked or shattered screen, broken keys or buttons, damaged headphone or USB ports, or scratched screen. Damage most often happens due to neglect or carelessness. If your laptop is damaged:

- a. Stop using it immediately. Trying to fix or assess the damage yourself could cause the problem to become worse.
- b. If possible, turn your device off.
- c. Use caution. Damaged devices could cause injury.
- d. Report the damage and take your device to your librarian immediately.
- e. Report exactly what happened. The cause of most damage is easily discoverable but reporting it will save time and effort and will be considered when fixing/replacing the devices.

Devices are the responsibility of the student/family. Every incident is carefully investigated.

5.3. Lost Laptop

EquippED laptops are valuable and all care should be taken to ensure that they are never lost. If you misplace your laptops while at school:

- a. Immediately notify your teacher.
- b. Stop and think about where it might be.
- c. Retrace your steps.

If you misplace your laptop while at home or elsewhere:

- a. Notify your parents or others who are nearby who can help you look.
- b. Stop and think about where it might be.
- c. Retrace your steps.

If your laptop is lost and you cannot quickly locate it, notify your teacher/campus personnel at school as soon as possible.

5.4. Theft

Every precaution should be taken to prevent theft.

- a) Never leave your laptop unattended in a public area or at school.
- b) Never ask someone else to watch your laptop for you.
- c) Never leave your laptop in a car, even if it is locked.
- d) Do not use your laptop in unsecured locations (e.g., on the bus).

In the event that your laptop is stolen while you are at school, report it immediately to your teacher. If your laptop is stolen outside of school, note the time and location when you first noticed it missing. If you are in a public place, check to see if it was turned in to someone in authority. If your laptop is stolen or missing, you may be required to file a police report describing the events surrounding the theft.