

Pearland Independent School District Teaching Tablet Program Guide

Pearland Independent School District recognizes an expanding reliance on computers among faculty due to the convenience, speed, cost-effectiveness, and educational advantages it provides. Pearland ISD will issue district-owned devices to the teachers to enhance instruction by using the Teaching Tablet.

Teachers may use these tablets as an educational tool for displaying digital content for instructional purposes.

Upon receipt of the Teaching Tablet Teacher/District Agreement signed by the teacher, Pearland ISD will provide the teacher with a tablet.

Tablet Ownership

Tablets issued through the Teaching Tablet program are the property of Pearland ISD. Teachers have no ownership, interest, or right to title in the tablets. The tablets will be returned at the end of the school year or if the teacher leaves before the school year ends.

The responsibility of proper care and usage lies solely with the teacher at all times. Understand that the tablet belongs to the school district, and it can be taken away for maintenance or disciplinary reasons at any time.

Pearland ISD is the sole licensee of the software included with the tablet. Any copying, modification, merging, or distribution of the software by the teacher, including written documentation, is prohibited. The teacher is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this agreement.

Return of the Laptop Computer

Sometime before the end of the school year, a date will be announced on which the teachers will return the Pearland ISD tablet. On this date, the school will inspect the computers for damage, and will reimage each machine.

The Program Package

- A Teaching wireless enabled tablet and a power adapter
- A comprehensive package of licensed software includes but is not limited to:
 - Adobe Reader
 - Adobe Flash Player
 - Adobe Shockwave Player
 - QuickTime
 - Java
 - Microsoft Office 2013
 - Google Chrome
 - Firefox

Technical Support

Most issues you may encounter with your Teaching can be fixed by reviewing one of the tutorials located on our website (www.pearlandisd.org). However, issues that cannot be resolved should be reported to the Technology Department via an Eduphoria work order.

Internet Use

The tablets have wireless capability. While on campus, teachers will access the district's servers and the Internet using this wireless infrastructure. For home use, if there is a wireless system, teachers can take advantage of the capability. Pearland ISD is not responsible for home Internet connectivity issues.

Printer Use

Network printers are provided for teachers within the school. For home use, if there is a printer available, the teacher may take advantage of that capability. Pearland ISD is not responsible for configuring the home printer.

Daily Requirements and Expectations for Use

Teachers may take home their tablet for work purposes but are required to bring their tablets back to school each day with the battery fully charged. Tablets should be plugged in each night to assure a full charge the following day.

Tablets must remain in their protective sleeve.

The tablets contain all necessary hardware and software. It is not permissible to add or change the hardware, memory, or hard drive. It is not permissible to open the tablet as it voids the warranty.

Downloading music and videos is allowed only for academic purposes.

Teachers may not download illegal content such as pirated music, video, games, etc. onto the tablet.

The Internet is to be used for academic purposes and as a means of obtaining needed information.

Teachers save and store data to the school's network servers (i.e., H:/ or Office 365). Teachers should make responsible decisions about what is stored.

Files stored within the school computer systems should be limited to those relating to formal school courses or activities.

Teachers must follow all policies addressed in their signed Acceptable Use Policy.

Privacy

All communications and information transmitted by, received from, stored within, or that passes through Pearland ISD facilities may be archived, deleted, monitored and reviewed for content or usage at any time by the administration. Pearland ISD also reserves the right to investigate suspected

inappropriate uses of its resources or systems using its resources.

Although the content of the tablets is not routinely monitored, Pearland ISD reserves the right to monitor or access the hard drives of its tablets if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its tablets may contain information, data, or other intellectual property that belongs to another person.

As always, teachers should limit the personal information on the tablet for safety reasons.

Security Procedures (including loss or theft)

In case of theft in school, the Technology Department must be notified **immediately**.

Each tablet is assigned to an individual teacher. Teachers should never "swap" or "share" their tablet with another teacher or staff member.

Tablets should be in a teacher's possession, or secured in a designated secure area at all times. Tablets should never be left unattended.

Teachers may never share their password with another teacher or staff member. Passwords should always be kept confidential.

Teachers should never share personal information about themselves or others while using the Internet or email.

If the tablet is lost or stolen, a teacher should immediately report the loss or theft to the Technology Department. Police may be notified.

District-wide filtering is in place while at school only. Internet histories may also be checked.

Teachers may not bypass the school's network at any time while on school property. Use of personal hotspots is prohibited.

General Care, Repairs and Maintenance

In the event of damage, the tablet and any damaged parts must be brought to the Technology personnel. A technician will determine whether to repair or replace the laptop. Teachers are not to have the tablet repaired or replaced on their own. The teacher will be billed for damages or degradations resulting from unauthorized repair attempts.

When determined by Pearland ISD Technology Department, each tablet will be returned to the school for regular maintenance, software or equipment upgrades or other necessary repairs. With this regular support, the goal is to maintain the standards of the tablet learning environment and help to reduce technical difficulties.

Teachers are expected to treat their tablet with care and respect. The tablet and power cord are the property of Pearland ISD and should be kept clean and free of marks at all times.

Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or power cord is not allowed and will result in loss of privileges. If damage occurs, the teacher will receive a bill for damages.

When transporting the tablet to and from school, teachers should be particularly cautious.

Teachers should protect their tablet from extreme heat or cold. Tablets should not be left in a car, even if the car is locked.

Do not leave the tablet exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

Tablets should be protected from the weather, water or other liquid, food and pets.

Teachers should never eat or drink (including water) while using their tablet, or use their tablet near others that are eating or drinking.

No object should ever be placed or stacked on top of your tablet.

Any inappropriate or careless use of a tablet should be reported to the technology staff immediately.