



**Parent/Student
Laptop Manual
2024-2025**

TERMS OF USE

- **Title**

The legal title of the laptop is in the district and shall at all times remain in the district. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.

- **Loss Or Damage**

If the laptop is lost or stolen, you are responsible for the reasonable cost of replacement at its fair market value on the date of loss.

Loss or theft of the laptop must be reported to the district by the next school day after the occurrence and a police report filed within 24 hours and a copy given to the district.

If the laptop is damaged, the cost of any parts needed for repair will be based on manufacturer's current list price. Deliberate damage will be priced according to the actual cost of repair and/or cost of parts. Damage resulting in irreparable conditions will be charged the current market value of replacement for the laptop.

- **Repossession**

If you do not comply with the terms of the Santa Anna ISD Parent/Student Laptop Handbook and Acceptable Use Policy, including the timely return of the property, the district shall be entitled to re-possess the property.

- **Use of Laptop**

Students will be provided with a laptop, charger and laptop bag at the beginning of school. You will comply at all times with the Santa Anna ISD Parent/Student Laptop Handbook and Acceptable Use Policy. Failure to comply may terminate your rights of possession effective immediately.

- **Network Use**

Santa Anna ISD is committed to making technology accessible to students. The district is providing OneDrive, a Cloud-based storage solution that allows for access to documents from any internet capable device.

- ▶ Do not loan your laptop to anyone.
- ▶ Do not borrow a laptop unless assigned by staff.
- ▶ Do NOT share passwords or usernames with others.

- **Internet Safety**

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked through the district internet filter while students are logged on to the district network and remotely. Students are in violation of District policy if they access these sites through proxies. Parents may want to restrict their home access as well.

LAPTOP DISTRIBUTION and COLLECTION

- **Distribution**

Laptops will be distributed at the beginning of each school year. Parents and students must sign and return the Laptop Use Agreement and Acceptable Use Policy forms before the laptop will be issued to the student.

- **Collection**

Laptops will be collected prior to the end of each school year for maintenance, cleaning, updates, and software installations. Laptops will be examined for unreported damage during this time.

- **Fines**

All fines must be paid prior to exams for exemption and graduation.

- **Enrollment/Withdrawal**

Students checking in or out during the school year must go through the Technology Department to receive a laptop and being set-up in the network. Allow a minimum of 24 hours to set up or renew a student account.

LAPTOP CARE AND MAINTENANCE

- **Responsibility**

Students are responsible for the general care of the laptop issued to them.

- **Repairs**

Laptops in need of repair or maintenance must be taken to the Santa Anna ISD Technology Department.

- Damaged iPad \$50
- Damaged Laptop \$50-up to replacement cost of device or part
- Lost iPad \$250
- Lost Laptop Replacement cost at time of loss
- Charger Replacement \$35
- Lost/Damaged Bag \$25

- **Negligence**

Students who have been identified as not taking care of their laptops must leave them in the High School Office at the end of the school day and may not take them home.

- **Charging Your Laptop**

Laptops must be charged and ready when you come to school each day. A low charge on a laptop will hinder wi-fi connectivity.

- **Saving**

Be sure to save your work to your OneDrive folder and name your file. There are NO excuses for lost assignments!

- **Software**

Although the laptop is assigned to you, it belongs to the district. Only original district installed software is allowed. If you believe additional software is necessary check with the Santa Anna ISD Technology Director. Updates will be installed as needed during the summer.

- **Games/Images**

Games and computer images containing illegal, obscene, or pornographic material are banned.

- **Inspections**

Santa Anna ISD retains the right to inspect any laptop at any time. Staff may randomly select laptops for inspection.

PRIVACY AND SAFETY

Do not go into chat rooms or send chain letters without permission.

Do not open, use, or change computer files that do not belong to you.

Do not reveal any Personally Identifiable Information (PII):

- ▶ full name
- ▶ date of birth
- ▶ phone number
- ▶ home address
- ▶ social security number
- ▶ credit card numbers
- ▶ passwords.

- **Confidentiality**

Files, e-mail logs are not guaranteed to be private or confidential. The Open Records Act requires public schools to provide this information upon request.

- **Inappropriate Content**

It is your responsibility to report any web site accidentally loaded which contains obscene, pornographic material or otherwise offensive material. Such sites need to be locked from future access.

- **Copyrights**

Observe copyright laws, trademarks and license agreements. Plagiarism is stealing and in violation of Santa Anna ISD board policy, Hacking is illegal and prohibited, violators will be prosecuted.

- **Student Account**

The student whose name is on the Santa Anna ISD Network account is responsible for the use of that account. Do not share!

GENERAL SETUP FOR HOME USE

You may connect to the Internet at home or at any "Hot Spot" in town using an ethernet cable or wireless connection. If you have service with a local provider, you must set up your laptop to connect to your wireless connection. You may need to contact your Internet Provider to assist you in connecting to your network.

USING the LAPTOP AT SCHOOL

- **Laptop Identification**

The district will label student laptops. Serial numbers, user accounts, inventory tags and MAC addresses will be used for identification.

- **Password Protection**

Students are required to password protect their laptops and keep them confidential.

- **Storing the Laptop**

- Monitor your laptop at all times or lock it up in a secure area.
- Nothing should be placed on top of the laptop.
- Do not store your laptop in a vehicle as temperature changes can damage them. It also increases the danger of theft.
- Under NO circumstances should laptops be left in unsupervised areas. Any laptops left unattended will be confiscated by teachers, principals or staff resulting in disciplinary action and a possible abandonment fee.

If a parent does NOT want their student to bring their laptops home, those students will take them to the High School Office for storage and charging before they leave campus and pick them up first thing each morning.

MANAGING FILES AND SAVING YOUR WORK

Students and staff are provided Microsoft Office 365 which automatically saves files to OneDrive. Be sure to name your documents for easy retrieval.

LAPTOP TECHNICAL SUPPORT

Your first source of technical support will be your teacher, if your teacher cannot resolve your issue, you will be sent to the Technology Department.

GENERAL

- **Electronic Media**

Santa Anna ISD students will have access to all available forms of electronic media and communication, which supports education and research and supports the educational goals and objectives of Santa Anna Independent School District.

- **Ethics**

Students are responsible for the ethical and educational use of district technology and all on-line services provided through the district.

- **Acceptable Use Policy**

All policies and restrictions as defined in the District Acceptable Use Policy (AUP) and Parent/Student Laptop Handbook must be followed.

- **Transmission**

Transmission of any material which is in violation of any federal or state law, is prohibited. This includes, but is not limited to copyrighted material, confidential information, threatening or obscene material, or computer viruses.

- **Altering Data**

Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or Technology Coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with that Campus' Student Code of Conduct booklet and/or the District AUP.

- **Loss or Damage**

SAISD understands that unintentional damage or loss of a device can happen. If damage occurs more than once in a school year, the student is financially responsible. Please report loss or theft of the device to the district the next business day after the occurrence. The fee structure is listed below.

➤ Damaged iPad	\$50
➤ Damaged Laptop	\$50-up to replacement cost of device or part
➤ Lost iPad	\$250
➤ Lost Laptop	Replacement cost at time of loss
➤ Charger Replacement	\$35
➤ Lost/Damaged Bag	\$25

PERSONALIZING THE DEVICE

- **Screensavers**

Inappropriate media may not be used as a screensaver.

Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures is prohibited.

Passwords on screensavers and power-on screens are not permitted.

- **Deleting Files**

Do not delete any system folders or files that you did not create or that you do not recognize. Deletion of certain files will result in device failure and will interfere with your ability to complete class work or use of the device.

- **Inventory Stickers**

The device(s) will have inventory stickers that must remain attached at all times. If the sticker, through natural wear begins to peel or fade, the district will replace the sticker. Please notify a campus admin.

- **Device Chargers**

The device is issued with a charger. The charger should be kept with the device and must be returned whenever the device is returned to the campus.

- **Music, Games, or Programs**

Any music downloaded or streamed over the Internet must be appropriate as per district policy.

Any games streamed over the Internet must be appropriate as per district policy.

Decisions regarding appropriate music and games will be at the discretion of the campus administration.

All software on the laptop must be district approved.

All copyright laws will be enforced.

DISCIPLINARY ACTIONS

The student will be responsible for the laptop assigned to them at all times for its appropriate use.

- **Non-Compliance**

Noncompliance with the guidelines published in the Student Code of Conduct, Student Code of Conduct, Board policy, AUP (Acceptable Use Policy), or Parent/Student Laptop Handbook may result in suspension or termination of technology privileges and disciplinary actions.

- **Hacking**

Hacking is strictly prohibited. Violators will be subject to state and federal laws, including the Texas Penal Code, Computer Crimes, and Chapter 33.02 which could result in a felony conviction.

- **Computer Crime**

Santa Anna ISD cooperates fully with local, state and federal officials in any investigation concerning or relating to computer crime laws. All contents on the laptop are subject to the Texas Open Records Act. Proper authorities will be given access upon request.

TIPS FOR PARENTS

- Your student's laptop should be used in a central location where you can monitor use.
- You should be able to see the computer screen while they are on-line. Limit Internet, E-mail, instant messaging, and chat room access.
- Make sure that you know and understand how your student is using the laptop. Ask friends and family to help monitor use when your student is visiting.
- Spend time with your student online. Let them help teach you!



Student Use of Technology Agreement and Release of Liability Form

The Santa Anna Independent School District (SAISD) authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into the system to manipulate data of the district or other users.
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Student Name: _____ Student Signature: _____
(Please PRINT)

Date: _____ Grade: _____ Campus: _____

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Parent Name: _____ Parent Signature: _____
(Please PRINT)

Date: _____