



Santa Anna ISD Technology Device Checkout Agreement

Overview:

Santa Anna ISD (SAISD) is pleased to announce students will be able to checkout a technology device to use while at school as well as to take home to complete school related tasks and assignments. The student must sign the agreement document before a device is checked out.

Terms:

Each student is expected to comply with the SAISD's device checkout agreement document, SAISD's Technology Responsible Use Guidelines, student/parent handbook and SAISD policies at all times. Failure to comply with these expectations will discontinue your eligibility to check out devices from SAISD.

- Responsible Use Guidelines: <https://www.santaannaisd.net/District/Links-Forms>
- Student Code of Conduct: <https://www.santaannaisd.net/District/Links-Forms>
- Student/Parent Handbook: <https://www.santaannaisd.net/District/Links-Forms>
- District policies: <https://www.santaannaisd.net> see Forms & Links and School Board

Ownership of the device:

Title/Ownership of the device is Santa Anna ISD and shall at all times remain Santa Anna ISD. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the items listed in the "terms" section above.

The device is checked out to you, and you are responsible for the device. We advise that you do not share your passwords or usernames with others as you are responsible for any activity conducted using your username and password.

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.

<input type="checkbox"/> Damaged iPad:	\$50
<input type="checkbox"/> Damaged Laptop:	\$50 - up to replacement cost of device
<input type="checkbox"/> Lost iPad:	\$250
<input type="checkbox"/> Lost Laptop:	Replacement Cost of Device
<input type="checkbox"/> Charger Replacement:	\$35
<input type="checkbox"/> Lost/Damaged Hotspot	\$50
<input type="checkbox"/> Lost/Damaged Device Case	\$25

Term of Agreement:

Termination of your right to use and possession of the device will be set by the campus administrator or upon the student's withdrawal from the District.

Personalizing the devices (ex: iPad, Laptop)

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.

Student Pledge for Device Use

- I will take good care of the device checked out to me.
- I will keep food and beverages away from my device(s).
- I will not disassemble any part of my device or attempt any repairs.
- I will only use my device in ways that are appropriate and educational.
- I will not place decorations (stickers, markers, etc.) on the device or cover.
- I understand that the device remains the property of Santa Anna ISD.
- I will follow the policies listed above in the "terms" section of this document.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the district device and power cords in good working condition immediately upon request by the district.

Internet Safety Tips for Parents

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the district network, but may be unprotected at home.

Additional Sources of Internet Safety Information:

- FBI Parent's Guide to Online Safety: <https://www2.fbi.gov/publications/pguide/pguidee.htm>
- Internet Safety: <http://www.isafe.org>
- NetSmartz: <https://www.netsmartz.org/Home>

Online tips for parents:

- If your child takes the device to a friend's house, talk with his or her parents about how they monitor online access.
- Spend time with your children online. Have them teach you about their favorite online destinations.
- Monitor your child's internet use. Make sure you know where your child is going online, where he/she's been, and with whom.
- Closely monitor your child's participation in any chat room.
- Make sure you understand how your children are using the internet, what websites they are visiting, and who they are communicating with online.
- Always maintain access to your child's online account and randomly check his/her email. Be upfront with them about your access and the reasons why.
- Communicate with your child about your expectations and what you consider appropriate for him/her while they are online.

Tips for discussions with your student:

- Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
- Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
- Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
- Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be.
- Never open emails if you do not know who they are from or if they make you feel uncomfortable in any way. Unsolicited e-mail that is opened could give you a virus and be the cause of unwanted mail (spam).
- Never click on banner ads in a site. Most of the time, they will add your address to a database, and you will receive unwanted spam mail.
- Never use bad language or send mean or threatening emails. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
- Never upload (post) pictures of yourself or your friends/family to the Internet or online service to people you do not personally know.



**Santa Anna ISD Technology
Device Checkout Agreement**

SIGNATURE PAGE

Please sign and return only this page to your child's campus.

Please Print:

Name of Student _____

Student ID Number: _____

Grade Level: _____ Campus: _____

Agreement and Signature

If the device is lost or stolen, I agree that I am responsible for the cost of a replacement device. If the device is damaged, I agree that I am responsible for the repair of the device including the cost of replacement parts.

I have read the Santa Anna ISD Technology Device Checkout Agreement document and discussed it with my student, including the policies listed in the "terms" section. I understand the terms of Santa Anna ISD Technology Device Checkout Agreement.

I (the User) have read, understand, and will comply with the policies listed in the Santa Anna ISD Technology Device Checkout Agreement.

Student Signature _____ Date _____

Parent Signature _____ Date _____