



**Parent/Student
Laptop Manual
2022-2023**

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TERMS OF USE

Title

Legal title to 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 price list. Deliberate damage will be priced according to the actual cost of repair, cost of parts. Damage resulting in irreparable conditions will be charge 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 damages 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 for receiving 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 Coordinator.

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. There is NO excuse 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 Coordinator. Updates will be installed as needed and 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 you documents for easy retrieval.

LAPTOP TECHNICAL SUPPORT

Your first source for 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.

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 in the 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 are visiting.
- Spend time with your student online. Let them help teach you!

COMPUTER USE AGREEMENT

Purpose

Students will be provided with a school-owned computer, charging cord and laptop bag for the sole purpose of completing school-related assignments. Internet access is provided for free on all SAISD campuses.

Student and Parent Responsibilities

- Students must use the computer responsibly by only visiting school appropriate websites. Please note filtering is applied on and off the SAISD Network.
- Just as with SAISD issued textbooks, students are asked to treat computers with care including:
 - ▶ Never leaving the computer in extreme temperatures.
 - ▶ Never allowing food or drink to be consumed near the computer.
 - ▶ Never attempting to repair or tamper with a computer without consulting authorized school personnel.
 - ▶ Never downloading unauthorized software onto the computer.
 - ▶ Repeated negative care for your laptop could result in having your take-home privilege revoked.
- Parents are responsible for immediately notifying a school administrator if the computer is stolen while away from school and to file a police report.
- Student and parents understand that only a SAISD issued Email account can be used to access the laptop.
- The SAISD issued laptop, charging cord and bag will be returned prior to the end of the current school year or upon withdrawing or withdrawal from the school.
- Repeated violations of SAISD issued laptops could result in loss of take-home privilege. This includes but is not limited to:
 - ▶ failure to bring the laptop to school,
 - ▶ repeated destruction or
 - ▶ repeated loss of laptop, as well as
 - ▶ inappropriate technology usage.

School Responsibilities

- Teachers will ensure that students understand how to properly care for their device.
- Teachers will inform students about acceptable use policies.
- The district will periodically and without warning monitor the historical activity on the computer.

