

Santa Anna ISD



Parent/Student Laptop Manual 2020-2021

Board Approved July 20, 2020

Table of Contents

- 1. Terms of Use:**
 - a. Title -**
 - b. Loss or Damage -**
 - c. Repair Costs -**
 - d. Repossession -**
 - e. Use and Maintenance Fees -**
 - f. Network Use -**
 - g. Internet Safety -**

- 2. Laptop Orientation & Distribution:**
 - a. Distribution -**
 - b. Collections -**
 - c. Repair Costs -**
 - d. Withdrawal -**

- 3. Laptop Care and Maintenance:**
 - a. Responsibility -**
 - b. Repairs -**
 - c. Negligence -**
 - d. Charging -**
 - e. Saving -**
 - f. Software -**
 - g. Games/Images -**
 - h. Inspections -**

- 4. Privacy and Safety:**
 - a. Confidentiality -**
 - b. Inappropriate Content -**
 - c. Copyrights -**
 - d. Student Account -**

- 5. General Setup for Home Use:**

- 6. Using Your Laptop at School:**
 - a. Laptop Identification -**
 - b. Password Protect -**
 - c. Storing Your Laptop -**

- 7. Managing Files and Saving your Work:**

- 8. Laptop Technical Support:**

- 9. General:**
 - a. Electronic Media -**
 - b. Ethics -**
 - c. Acceptable Use Policy -**
 - d. Transmission -**
 - e. Altering Data -**

- 10. Disciplinary Actions:**
 - a. Non-compliance -**
 - b. Hacking -**
 - c. Computer Crime -**

- 11. Tips for Parents:**

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. A table of estimated pricing for a variety of repairs is as follows.

If the laptop is damaged accidentally, the first \$25 of the cost for repair will be covered by the fee. The costs of any other parts needed for repairs will be based on manufacturer's current price list. Deliberate damage will be priced according to the actual cost of repair.

REPAIR COSTS

Description of Non-Warranty Repair/Replacement	Accidental Damage	Deliberate Damage
Broken Screen (LCD)	\$50.00	Actual Repair Costs
Damaged Keyboard	\$25.00	Actual Repair Costs
Damaged/Lost Power	\$15.00	Actual Repair Costs
Damaged/Lost Battery	\$20.00	Actual Repair Costs
Re-Image of Hard Drive	\$15.00	Actual Repair Costs
Abandonment Fee	\$15.00	Actual Repair Costs
Other Minor/Major Damage	\$25.00	Actual Repair Costs
Backpack Sleeve/Case	\$25.00	Actual Repair Costs
Lost Laptop	Fair Market Value	Actual Replacement Cost

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 AND MAINTENANCE FEES

You will pay a non-refundable repair and maintenance fee or \$25.00 before taking possession of the Laptop and case. 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 effectively immediately.

NETWORK USE

Santa Anna ISD is committed to the ability of a student to continue with his/her work when his/her laptop is experiencing problems. To assist with this problem, the District is providing OneDrive, a Cloud-based storage solution that allows for access from any internet capable device.

No Loaning or Borrowing Laptops!

Do NOT loan laptops or other equipment to other students Do NOT borrow a laptop from another student.

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.

LAPTOP ORIENTATION & DISTRIBUTION

DISTRIBUTION

Laptops will be distributed at the beginning of each school year following a Student Registration & Laptop Orientation. Parents and Students must sign and return the Laptop Use Agreement and Acceptable Use Policy forms before the laptop can 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.

FINES

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

WITHDRAWAL

Students checking in and out during the school year must go through the Technology Coordinator for receiving their laptop and turning it in.

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.

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 your full name, phone number, home address, social security number, Credit Card numbers, or 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 blocked 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. This topic will be covered in the Laptop Orientation Sessions each year.

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 Your Laptop at School

LAPTOP IDENTIFICATION

The District will label student laptops. Serial Numbers, User Accounts, and MAC addresses will be used for identification.

PASSWORD PROTECT

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

STORING YOUR 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 your 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.

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

Office 365 automatically saves files to OneDrive.

Laptop Technical Support

Your first source for technical support in the High School building will be your teacher, if your Teacher cannot resolve your issue you will be sent to the Technology Coordinator.

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 issued the Laptop will be responsible 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!