Santa Fe ISD 1:1 Laptop Handbook

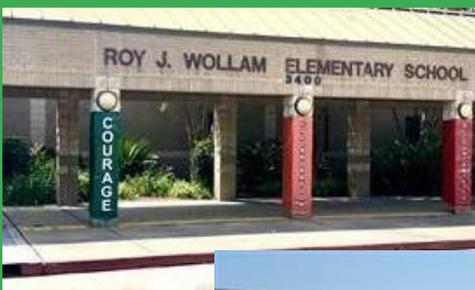**Santa Fe Independent School District 4133 Warpath, Santa Fe, TX 77510 Phone: 409-925-3526**

Student Laptop Handbook

General Information and Acceptable Use

The mission of the 1:1 laptop curriculum program is to provide equitable access to digital educational resources for all learners. To prepare our students for 21st Century skills, we must transition from consumers of information to creative producers and owners of knowledge. This transition will allow students and teachers to engage in <u>transformative uses of technology while enhancing student collaboration, critical thinking, communication, and creativity.</u> This initiative prepares students for a globally interconnected and evolving world that experiences rapidly changing technological advancements.

The district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child, [Before You Test, Bullying & Sexting Course](#), a State developed program that addresses the consequences of engaging in inappropriate behavior using technology. In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

General Guidelines

- Students will have access to all available forms of electronic media which is in support of educational goals and objectives of the Santa Fe Independent School District.

- Students are responsible for the ethical and educational use of all electronic resources provided by SFISD.

- Transmission of any material which is in violation of federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, computer viruses, and sending or posting messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, gang affiliate, damaging to another's reputation or illegal.

- Any attempt to alter data, the configuration of a computer, or files of another user without the consent of the individual, campus administrator, or technology administrator will be considered an act of vandalism and subject to disciplinary action in accordance with the district student conduct code.

- Be polite. Messages typed in capital letters on the computer are the equivalent to shouting and are considered rude.

- Use appropriate language. Swearing, vulgarity, ethnic or racial slurs, and any other threatening or

inflammatory language are prohibited.

- Using the network in such a way that would disrupt its use by others is prohibited. The system, including the Internet, will not be used for private gain, selling products or services, or for political purposes.

- The system shall not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy, regulations, and guidelines.

- System users will not disable, or attempt to disable, a filtering device on district issued equipment or any area of the system.

- Users will not install software on a district supplied computer either from the Internet or any other source without appropriate authority.

- Noncompliance with program guidelines may result in the suspension or termination of technology privileges and lead to disciplinary action.

RESPONSIBLE USE GUIDELINES:

Taking Care of Your Laptop

Students are responsible for the general care of the laptop they have been issued by the district. In the event of damage, loss, or inoperability, a temporary device will be made available until the primary device is repaired or replaced. The district is not responsible for the maintenance or support of private or off-site networks such as WIFI connections. District-owned laptops should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their laptops unattended except locked in their classroom or other district designated secured areas. **Please refer to the Student Code of Conduct, Property Offenses, for more detail on intentional damage or vandalization of district property.**

General Use:

- Students are required to use their Santa Fe ISD user ID and password to protect their accounts and are required to **keep that password confidential**.

- Never carry the laptop while the screen is open.

- Avoid food and drink while laptop it is in use.

- Cords and cables must be inserted carefully.

- Never transport your laptop with the power cord plugged in.

- Laptops must remain free of any writing, drawing, stickers, decals, etc. (Excluding SFISD Technology approved stickers)

- Always support a laptop from the bottom with lid closed. Never move a laptop by lifting from the screen.

- Sound must be muted at all times unless permission is obtained from the teacher. Headphones may be used at the discretion of the teacher.

- Students should only use their assigned desktop/laptop.

- Cords, cables, and removable storage devices must be inserted and removed carefully.

- Laptops should not be used or stored near pets.

- No objects should ever be placed on laptops.

- Clean screen with a clean, soft, lint free cloth. Dampen cloth with water only if needed. Do not use excessive water or any household cleaning products on screens.

- Check the laptop for physical damage or vandalism and report any issues to the teacher immediately.

- Follow the same care and use of SFISD Technology Equipment in accordance with the districts Acceptable Use Guidelines.

- Turn off the laptop, close the lid and wait until all of the lights are off when finished.

- **Students in grades PK-5**: Return the laptop to the teacher or to the proper location in the cart and plug in the charging cord when finished using.

- **Students in grades 6-12** are expected to bring a fully charged laptop to school every day and bring their laptops to all classes unless specifically advised not to do so by their teacher.

Alterations

Alterations, and removal or tampering with any components of laptops is not allowed. Such alterations include, but are not limited to adding memory, installing games or other unauthorized software, and adding input/output devices.

Managing and Saving Your Digital Work with a Laptop

- Students may store files on Microsoft's cloud-based storage, known as OneDrive. They may also use removable media such as external hard drives or thumb drives. Students are encouraged to use OneDrive over other options as storage is virtually unlimited and files may be accessed from any device with an internet connection. Files stored on OneDrive must be stored under the student's SFISD login. Students may not access personal cloud storage from district computers.
- Students should always remember to save frequently when working on digital media.
- The district is not responsible for the loss of any student work.

Using Your Laptop Outside of School

Students in grades 6 – 12 are encouraged to use their laptops at home and other locations outside of school. A WIFI internet connection will be required for most laptop use; however, some applications can be used while not connected to the internet. Students are bound by the district's Acceptable Use Policy and all other guidelines in this document wherever they use their laptops.

Operating System and Security

- Students may not use or install any operating system not installed by the SFISD IT Department.

Updates

- The district manages operating system and application updates for all district owned computers. In some instances, updates may not be compatible with district systems and will be held back by SFISD IT intentionally. Students may not manually install updates.

Virus Protection

- Laptops provide multiple layers of protection against viruses and malware.
- Students may not install additional security products such as antivirus, security scanners, or ad-blockers.

Student Safety and Content Filtering

The district utilizes an internet content filter that is compliant with the federally mandated Children's Internet Protection Act (CIPA). All laptops, regardless of physical location (in or out of school), will have all internet activity protected, managed, and monitored by the district per policy. If a website is blocked in school, then it will be blocked out of school. The district monitors and logs all activity on a district computer regardless if it is being used at home or in school.

Student Safety Responsibilities

- Students are not allowed to post personal contact information about themselves or others. This includes names, addresses, and phone numbers.
- Students should never meet personally with someone whom they have met online without their parent's approval and participation.
- Students must tell their teacher or another school employee about any message or file they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person. If a student believes their password has been compromised, they may request a password change.

Software
Microsoft Office 365

Office 365 is also available at home, the library, or anywhere with internet access. District staff will monitor student use of Office 365 when students are at school. Parents/guardians are responsible for monitoring their child's use of Office 365 when accessing this program from home. Office 365 is primarily for educational use. Office 365 sites and groups are not public forums; they are extensions of classroom spaces where student free speech rights may be limited. Students may use Office 365 for personal use, **except for:**

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate, sexual, or other offensive content
- Harassment, threats or bullying
- Misrepresentation of the district, staff, or students.

Other Software
- Students will be able to install software made available to them through Software Center and Windows Store on their laptop.
- Students are responsible for software installations on their laptops made available by district IT staff. Inappropriate material and applications will be removed and may result in disciplinary action. With the exception of software made available in Software Center and Windows Store, students may not install additional titles without pre-approval from the district.
- **Students must not alter or install applications intended to bypass district security software.**

Laptop Identification

Students in grades 6 – 12 will be assigned a laptop and the district will maintain a log of all laptops, including serial number, asset tag code, name, and ID number of the student assigned to the device. Students may not attempt to alter, remove, or otherwise deface identifying labels such as asset tags, property tags, or serial numbers on devices.

Repairing/Replacing Your Laptop
Consequences for losing or damaging a laptop will be handled on a case-by-case basis by building and/or district administrators.
- **Students in grades 6-12:** Any damaged laptop in need of repair must be brought to the library at the High School or Junior High.
  Students in grades PK – 5: must bring their laptop to their homeroom teacher.
- The district's Technology Department will assess the damage to determine repair requirements.

Access Restriction - Due Process

Access to district computing resources is considered a privilege afforded at the discretion of the district. The district maintains the right to immediately withdraw the access and use of said resources when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the principal or principal's designee for further investigation and account restoration, suspension, or termination. As a party of the agreement with Microsoft, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as   part of such action. In addition, further consequences may be applied per the student code of conduct.

Privacy of Education Data

Students have no right to confidentiality or privacy with respect to any usage of a district-issued laptop, district Office 365 account or other related district network asset, regardless of whether its use is for district-related or personal purposes other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, or record use of student laptop or Office 365 account at any time for any reason related to the operation of the district. By using a district-issued laptop or district Office 365 account, students agree to such access, monitoring, and recording of their use.

Student Privacy Pledge Signatory

Office 365 services does not collect or use student data for advertising purposes or create advertising profiles. Microsoft is a Student Privacy Pledge Signatory, which holds school service providers accountable to:

- Not sell student information
- Not behaviorally target advertising
- Use data for authorized education purposes only
- Not change privacy policies without notice and choice
- Enforce strict limits on data retention
- Support parental access to, and correction of errors in, their children's information
- Provide comprehensive security standards
- Be transparent about collection and use of data

Student Data Retention and Access

- Upon graduation, students are encouraged to back up their files and data to their own personal accounts. The district will suspend student accounts upon graduation or departure from the district.

Returning Your Laptop

The laptop is and will, at all times, remain the property of the district. At the district's discretion during the school year, students may be asked to return their laptops with power cords. All students are required to return their laptops at the end of the year. Failure to turn in a laptop or issued accessory may result in the student being charged the full replacement cost ($328). The district may also file a report of stolen property with the local law enforcement agency.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from the district must turn in their laptops on or before their last day of attendance. Failure to turn in the laptop will result in the student being charged the full replacement cost ($328). The district may also file a report of stolen property with the local law enforcement agency.

Digital Citizenship

Students will be required to complete a digital citizenship course within the 1st 15 days of each school year. Failure to complete this course could result in loss of digital district access.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. *Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate; use caution with the information, images, and other media that is posted online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will be appropriate and act with integrity.*

2. *Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.*

3. *Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.*

4. *Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.*

5. *Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary/secondary sources. I will validate information. I will use and abide by the fair use rules.*

6. *Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.*

Cyber-Safety and Cyber-Ethics

The district provides links on the district's web site Homepage under the Departments tab (Technology) to:

- Commonsense.org - https://www.commonsensemedia.org
- NetSmartz - https://www.netsmartz.org/Home

SANTA FE INDEPENDENT SCHOOL DISTRICT INFORMATION TECHNOLOGY STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I, _____, have received the Santa Fe ISD Information Technology Student Handbook and agree to review it in its entirety, including the Acceptable Use Policy, Electronic Use Guidelines, and using student laptops in the classroom appropriately. I also agree to follow the policies and procedures contained in the Information Technology Student Handbook as well as understand the possible repercussions of damaged laptops.

_____

Student's School/Homeroom Teacher

_____   _____

Students/Parent or Guardian Signature   Date.

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