

Santo ISD Device Take-Home Policy

Student(s) Name _____

Device Type _____

Device Serial Number _____

Accessories included _____

The Student(s) named above is being issued a school device to use at home. The student(s) and Parents/Guardians accept responsibility for the proper use and care of the device. The Acceptable Use Agreement (AUA) that students and parents signed at the beginning of the school year applies to this device at all times, regardless of its location. A copy of the AUA can be found here: <https://www.santoisd.net/Page/1163>

The device is only to be used for school-related work. The device may only be used by the student(s) to whom it has been issued, or parents when assisting the student(s) with school work.

Expectations

1. Students may not:

- Disrupt the educational process of the school district through non-educational use of the device;
- Endanger the health or safety of themselves or anyone else through the use of the device;
- Invade the rights and privacy of others through the use of the device;
- Engage in illegal or prohibited conduct of any kind through the use of the device; or
- Violate the conditions and rules as outlined in the Acceptable Use Agreement

2. Maintenance of the Device: Students must keep the device in good working condition.

- Use only a clean, soft cloth to clean the screen. No cleansers of any type should be used;
- Insert and remove cords and cables carefully to prevent damage to connectors;
- Do not allow the device's battery to become completely drained;
- Do not write or draw on the device or apply any stickers or labels that are not the property of District;
- Handle the device carefully and ensure others do the same;
- Do not leave the device in places of extreme temperature, humidity, or limited ventilation (e.g. in a car) for an extended period of time;
- Secure the device when it is unattended. The device should not be left in an unlocked vehicle, or other location where it may be stolen. The device should be hidden if left in a locked vehicle;
- Do not remove the protective case on the device, if it has one. Do not remove school labels.

3. No Right to Privacy: The device is District property, therefore, the District may examine the device and search its contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement if the device is thought to have been used for an illegal purpose.

4. Inappropriate Content: The device has Internet content filtering capabilities. However, it is possible that some inappropriate content may not be blocked. Parents/guardians must supervise their child while using the device. Intentionally viewing inappropriate content will result in disciplinary or legal action, if warranted.

5. Hardware or Functionality Problems: If a problem arises with the functionality of the device, the student or parent/guardian must notify the district of the problem immediately. Under no circumstances may the student or parent/guardian attempt repairs, or allow anyone but District staff to attempt to repair physical damage, or problems with the device's operating system. Do not take the device to any repair shop.

6. Damage or Loss of the Device: Parents/guardians are responsible for their child's use of the device, including any damage to it. This includes accessories. In the event that the device or accessories are lost or damaged, the District may assess the parent/guardian a charge to cover the replacement or repair. The decision to assess a charge, as well as the amount of a charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device and/or accessories.

7. Returning the Device: The device and accessories must be returned to the district when requested by district staff. The device and accessories must be returned if the student becomes no longer enrolled with the district. The device and accessories must be returned when school resumes normal operations, or at the end of the school year, whichever comes first. If a student fails to return the device *and* any assigned accessories, the District may seek reimbursement from the student's parent/guardian. Additionally, the district may file a theft report with local law enforcement authorities.

By signing, you are stating that you understand and agree to this policy.

Student Name (print) _____

Student Signature _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Parent Contact Number _____

Date _____

Notes _____
