

# 2023-24 Elementary Student Handbook Forms

## Form 1

### Santo Elementary Field Trip Transportation Form

We give our child, \_\_\_\_\_,

permission to participate in extracurricular and co-curricular activities throughout the 2023-24 year offered through Santo Elementary. I understand that my child will travel to and from the location on a bus/van driven by school personnel. I understand that the school and its representative or sponsors are released from legal liability and responsibility for these activities.

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Parent Signature

Printed Name

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Date

Contact Number

**Form 2**

**2023-2024 ACKNOWLEDGMENT**

**Notice Regarding Directory Information and  
Parent’s Response Regarding Release of Student Information**

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Santo ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the district within 10 days of your child’s first day of instruction.

This means that the district must give certain personal information (called “directory information”) about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

For the following **school-sponsored** purposes: all District publications, postings, and announcements, Santo ISD has designated the following information as directory information:

Student’s name, address ,telephone listing, Email address, Photograph, Date and place of birth, honors and awards received, Dates of attendance, Grade level, Most recent school previously attended, Participation in officially recognized activities and sports, Weight and height, if a member of an athletic team, Enrollment status, Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records.

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student’s name), (**do not give**) the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

- **For all other purposes, Santo ISD has designated the following information as directory information:  
Student’s name, address, and grade level.**

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student’s name), (**do give**) (**do not give**) the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

**Form 3**

**Santo Elementary School 2023-24  
Bring Your Own Technology (BYOT) Policies**

Santo ISD will allow 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students to bring reading technology devices to school. Students will be able to bring their own technology devices (Nooks, Kindles, other e-reader tablets) for use in the school setting. Smart phone/cell phones will not be allowed during the school day. Each teacher will set their own policies regarding technology use in their classrooms...some may allow it freely, some may allow it at certain times and some may not allow it at all. Students are expected to adhere to each teacher's individual policy regarding technology use. The BYOT guidelines for all students are listed below.

1. When using any technology at Santo ISD (school-owned or student-owned), students are expected to abide at all times by the "Santo ISD Electronic Communications System Acceptable Use Agreement".
2. Students will follow each teacher's BYOT policy while in their classroom. Failure to do so could result in disciplinary action.
3. Students will not take any pictures or videos anywhere in the building or on school grounds unless given permission by the teacher or principal.
4. The District will prohibit any student use of technology that in the building principal's judgment is considered to be inappropriate or may reasonably be expected to interfere with normal school operations. The principal (or designee) may ban students from the BYOT program if they are non-compliant with this policy and/or classroom policies.
5. The District is not responsible for any lost, damaged or stolen property.
6. The District is not responsible for any data plan charges students incur during their use of the BYOT program. The District provides wireless internet service to all students for them to use at their option.

*I have read these guidelines and agree to abide by their provisions. I understand that violation of these guidelines may result in disciplinary actions and revocation of BYOT privileges.*

Student Name (Printed) \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Dear Parents:

Your child has an opportunity to be given access to the District's technology resources, meaning electronic communication systems and electronic equipment, and needs your permission to do so.

With this educational opportunity comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. If you have questions or need help understanding these materials, please contact the Principal at 940-769-3215. Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege to use these educational tools, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

As a user of the District's technology resources, your child will be able to access:

An unlimited number of databases, libraries, and resources;

The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and

Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please be aware that the Internet is an association of diverse communication and information networks. While the District is required by federal law to use technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for us to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable.

Please return the attached agreement form indicating your permission or denial of permission for your child to access the District's technology resources.

If your child is being issued a District technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Sincerely,

Santo Elementary

**STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE  
DISTRICT'S TECHNOLOGY RESOURCES**

You are being given access to the District's technology resources, meaning electronic communication systems and electronic equipment.

With this educational opportunity comes responsibility. It is important that you read the applicable District policy, administrative regulations, and agreement form and contact the Principal of Santo Elementary at 940-769-3215 if you have questions. Inappropriate use of the District's technology resources may result in suspension or revocation of the privilege to use these resources and may result in suspension or revocation of the privilege to use this educational tool, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

As a user of the District's technology resources, you will be able to access:

- An unlimited number of databases, libraries, and resources;
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world; and
- Shared electronic equipment, which may have stored temporary Internet and electronic files of other users.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. If you are being issued a District technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

**RULES FOR APPROPRIATE USE**

- You will be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others.
- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- Remember that people who receive email from you with a school address might think your message represents the school's point of view.
- You will always be held responsible for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### **INAPPROPRIATE USES**

**In accordance with state law, the district prohibits the installation or use of TikTok(or nay successor application or service) on a district device, along with any social media application or service determined by the governor. (SB 1893)**

- Using the resources for any illegal purpose.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Using someone’s account without permission.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user’s posting, transmittal, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting.”
- Using e-mail or Web sites to engage in or encourage illegal behavior or to threaten school safety.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself or others, such as addresses and phone numbers.
- Responding to requests for personally identifying information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.
- Posting or transmitting pictures of other students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Violating others’ intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District’s technology resources, including sending spam.
- Gaining unauthorized access to restricted information or resources.

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 <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

### **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the District’s technology resources;
- Revocation of the account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

### **REPORTING VIOLATIONS**

- You must immediately report any known violation of the District’s applicable policies, Internet safety plan, or acceptable use guidelines to a supervising teacher or the technology coordinator.
- You must report any requests for personally identifying information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal to a supervising teacher or the technology coordinator.

**The student agreement must be renewed each school year.**

**STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE  
DISTRICT'S TECHNOLOGY RESOURCES 2023-24**

**STUDENT**

**Form 4**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PARENT**

I have read the District's technology resources policy, associated administrative regulations, and this user agreement. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

\_\_\_ I give permission for my child to access the District's technology resources and certify that the information contained on this form is correct.

or

\_\_\_ I do not give permission for my child to access the District's technology resources. This means that my child will not be able to use any computer or related technology while at school, which could result in hardships related to completing required classroom assignments.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN TO SCHOOL



**ADDENDUM ADDRESSING STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR  
INSTRUCTIONAL PURPOSES WHILE ON CAMPUS**

**(This applies only to 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, grade elementary students & only e-reader devices such as Kindles, Nooks or Tablets with reading Apps. Elementary Students may not use cell phones during the school day).**

The District permits use of electronic devices by students for instructional purposes while on campus.

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**RULES FOR APPROPRIATE USE**

- When using the device for instructional purposes while on campus, the District encourages the use of the District's wireless Internet services, not the student's personal wireless service. The District's wireless network system is expected to be disconnected from the device when the device is not being used for instructional purposes.
- When accessing the District's technology resources using your personal device, you must follow the District's technology resources policy and associated administrative regulations, including the acceptable use agreement you signed for access to the District's technology resources.
- When not using the device for instructional purposes while on campus, you must follow the Bring Your Own Technology Guidelines as published in the student handbook.

**CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the District's technology resources;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus;  
or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.
- The District is not responsible for damage to or loss of devices brought from home.

**The student agreement must be renewed each school year.**

**ADDENDUM ADDRESSING STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR  
Form 5**

**INSTRUCTIONAL PURPOSES WHILE ON CAMPUS**

**(This applies only to 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, grade elementary students & only e-reader devices such as Kindles, Nooks or Tablets with reading Apps. Elementary Students may not use cell phones during the school day).**

**STUDENT**

I wish to bring the following telecommunications or other electronic device(s) to school to use for instructional purposes while on campus:

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Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

I understand that my use of the District's technology resources, including the District's wireless Internet services, is not private and that the District will monitor my activity.

I understand that my personal electronic device may be searched by District administrators in accordance with policy FNF.

I have read the applicable District policies, associated administrative regulations, and this user agreement regarding the District's technology resources and use of student-owned electronic devices and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and/or suspension or revocation of permission to use my personal electronic device for instructional purposes while on campus.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PARENT**

I have read the applicable District policies, associated administrative regulations, and this user agreement regarding the District's technology resources and use of student-owned electronic devices. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policies and administrative regulations.

\_\_\_ I do not give permission for my child to use his or her personal electronic device(s) at school for instructional purposes while on campus.

**OR**

\_\_\_ I give permission for my child to use his or her personal electronic device(s) at school for instructional purposes while on campus.

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form 6**

**Acknowledgment of Electronic Distribution of Student Handbook & Student Code of Conduct**

- My child and I have been offered the option to receive a paper copy of or to electronically access at [www.santoisd.net](http://www.santoisd.net) → *Students* → *Student Expectation, Handbooks, and Code of Conduct* the **Santo ISD Student Code of Conduct** and the **Santo Elementary Student Handbook** for the 2023–24 school year.
- I accept responsibility for accessing the **Student Code of Conduct** and the **Santo Elementary Student Handbook** by visiting the web address listed above.
- I understand that if I wish to receive a paper copy of the **Student Code of Conduct** and the **Santo Elementary Student Handbook**, I must request a copy from the superintendent’s office.
- I understand that the **Student Code of Conduct** contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the **Student Code of Conduct**. If I have any questions regarding this **Code of Conduct** or the **Elementary Handbook**, I will direct those questions to the Assistant Principal.

Student’s grade (*print number*): \_\_\_\_\_

Student’s name (*print*): \_\_\_\_\_

Student’s signature: \_\_\_\_\_

Parent’s name (*print*): \_\_\_\_\_

Parent’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return to the campus office by Friday, August 25.**