



## Laptop Information and Protocol 2020-2021

### Laptop Protocol

Students are not allowed to download files, software, games, music, videos, etc. Downloading and/or installing any software, or accessing program/administrator files is strictly prohibited. San Antonio ISD firewalls do not completely monitor student usage outside of the network, so please monitor your child's computer activity daily. Laptops will be checked monthly by your AVID teacher throughout the school year and may be confiscated at any time at the discretion of the director and/or administration of CAST Med High School. If a student's laptop has unauthorized materials downloaded or installed, or the laptop has been used for unauthorized purposes, such as the use of games, the laptop will be confiscated. If in the opinion of the CAST MED HIGH SCHOOL Principal or the administration of CAST Med High School, a student's laptop has been adversely affected as a result of personalization by the loading of inappropriate software, or inappropriate material has been stored on the drive, the school reserves the right to return the laptop to its original factory state through reimaging at any time. **Please be aware that all laptops are collected at the end of the school year.** The laptops are the property of San Antonio ISD.

### General Precautions:

- **Laptops must remain free of writing, drawing, stickers, and/or labels that are not the property of the San Antonio Independent School District.**
- Students are responsible for securing and monitoring the laptop and accessories at all times.
- No food or drink is allowed next to your laptop at any time.
- Cords, cables, and removable storage devices must be inserted and ejected properly.
- Students must never carry their laptop out of the case/backpack.
- Laptops should be turned off during transition from class to class so that it does not over heat inside the case/backpack.
- **Removal of the USP tag or Student ID tag is prohibited and will result in laptop suspension.**

### Laptop Use:

- Students are REQUIRED to bring their laptop to class EVERYDAY and must **ensure that it is fully charged** prior to coming to school. There are only a set number of outlets per class and it is important that laptops are charged at home, when possible.
- Students will not install or use outside chat or collaboration programs.
- Laptops are for academic use and not for personal usage.
- Blogs, forums, wikis, and discussions will only occur as per teacher discretion.
- Immediate laptop suspension will occur if profane, sexual, and/or abusive language and/or images are used in blogs, forums, screen savers, wikis, and/or chats, or in any other method possible.
- Immediate laptop suspension will occur if proxies are found in your possession either on the laptop, shared network drive, or removable media.
- Laptops will be checked monthly and will be taken up if illegal activity is apparent or if the student has failed to report a malfunctioning laptop.
- Students should NEVER leave their laptop unattended or in the care of anyone else. **The student is responsible for the laptop he/she has signed out. They are responsible for any damage done to the laptop and paying for repairs so that the laptop will be in working order for the student to use safely.**
- Students caught using their laptop during class when it is not part of the lesson, will have their laptop confiscated and the event will have consequences similar to those using electronic devices as noted in District Policy.

### Laptop Suspension Protocol:

- 1<sup>st</sup> Offense – Two week suspension
- 2<sup>nd</sup> Offense – Three week suspension
- 3<sup>rd</sup> Offense – Loss of laptop for the remainder of the semester

**Transporting the laptop:**

- Laptops are to remain in their protective case/backpack and are to be transported **INSIDE THE BACKPACK**.
- Carrying a laptop outside of its case/backpack can result of removal of the laptop from the student.
- It is mandatory that the laptop be within its protective case/backpack when carried.
- Even while the laptop is inside the case/backpack, heavy items should never be placed on top of the case/backpack for this may cause the screen to crack.

**Laptop Maintenance:**

- Students are responsible for the general care of the laptop they have been issued.
- Laptops in need of repair must be taken to the Principal, faculty member, or Administrative Assistant.
- The student will have access to a classroom loaner for use in class while his/hers is being repaired IF, and ONLY IF, THERE IS ONE AVAILBLE TO LEND.
- If the power adapter is damaged, lost, or stolen, the student will need to report it immediately.

**Screen Care:**

- Do not lean on top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case/backpack that will press or puncture the screen.
- Do not poke the screen or apply pressure.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- If the laptop is carried in the backpack, ensure that the backpack is **not thrown around, dropped, or stepped on.**

**In the event that the laptop is stolen, a police report from the SAPD or SAISD PD is required. If it is stolen due to NEGLIGENCE, then the student is responsible for replacing the cost of the laptop. There is NO GUARANTEE THAT A NEW laptop will be issued to the student due to limited amounts on hand in the event that theirs is stolen.**

**I understand these rules and will see to it that my child adheres and follows them.**

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

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

Printed Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_ ID # \_\_\_\_\_

Initial each blank in the presence of distributing person when you receive each item on the date of distribution:

Received a: Laptop \_\_\_\_\_ Charger \_\_\_\_\_ Box \_\_\_\_\_

**OFFICE USE ONLY:**

Laptop Serial Number: \_\_\_\_\_ SAISD Tag \_\_\_\_\_

Date Issued: \_\_\_\_\_ by \_\_\_\_\_

Date Returned: \_\_\_\_\_ to \_\_\_\_\_