



2023-2024 Natalia ISD Returning Student Registration

FOR OFFICE USE ONLY - NOT PART OF PACKET

Student Name: _____ ID#: _____
 Campus: _____ Grade: _____ Teacher/Counselor: _____

Enrollment Documentation:

____ Proof of Residence - Campus use
(Signed lease agreemt/utilities within 2 months /Medicaid)

Enrollment Application:

____ Enrollment Application - Campus use
 ____ Emergency Contact List - Campus use
 ____ Acknowledgment Form - Campus use
 ____ Compulsory Attendance - Campus use
 ____ Food Allergy Disclosure -Child Nutrition /Nurse *if applicable*
 ____ Student Health History -Nurse

____ SocioEconomic Form -PIEMS
 ____ Transportation Form - Transportation Dept.
 ____ AUP Technology/CB Handbook - Campus Library

Notarize if necessary with campus and all parties present with following documentation (Signed lease agreemt/utilities within 2 months /Medicaid)

Alternate Documentation (if applicable):

____ Legal/Custody Paperwork - Campuse use
 ____ Power of Attorney - Campus use
 ____ Residency Affidavit (notarized) - Campus use

NOTES:



NATALIA ISD REGISTRATION FORM 2023-2024

PLEASE CHECK CAMPUS: **ELEMENTARY** **JR. HIGH** **HIGH SCHOOL**

LOCAL ID UNIQUE ID STUDENT NAME GRADE ENTRY DATE

GENDER DATE OF BIRTH BIRTH PLACE AGE (SEPT 1, 2022)

ETHNICITY: HISPANIC ___ RACE: WHITE ___ ASIAN ___ PACIFIC ISLANDER ___ AMERICAN INDIAN ___

STUDENT ADDRESS: _____ HOME/CELL PHONE: _____ / _____

MAILING ADDRESS: _____ CITY/STATE/ZIP _____

HAS STUDENT BEEN RETAINED: YES ___ NO ___ IF SO WHAT GRADE _____

WILL YOUR CHILD BE USING BUS TRANSPORTATION TO GET TO SCHOOL? YES ___ NO ___ BUS # _____ 

PARENT/GUARDIAN INFORMATION

PARENT/GUARDIAN NAME RELATION

 CHECK IF ENROLLING PARENT OR GUARDIAN

PARENT/GUARDIAN NAME RELATION

 CHECK IF ENROLLING PARENT OR GUARDIAN

MAILING ADDRESS INCLUDE ZIP CODE PHONE

MAILING ADDRESS INCLUDE ZIP CODE PHONE

EMPLOYER PHONE

EMPLOYER PHONE

PARENT'S EMAIL _____

PARENT'S EMAIL _____

PREFERRED LANGUAGE: ___ ENGLISH ___ SPANISH

PREFERRED LANGUAGE: ___ ENGLISH ___ SPANISH

SIBLING INFORMATION

BROTHER/SISTER	GRADE	BROTHER/SISTER	GRADE

The above information is required for a permanent school record of your child and will be used by school personnel. Presenting false documents, records or information is a violation of state law and may subject you to tuition cost for your child. I certify that the information given above is correct. I authorize the school to contact the person named on this form and the above named physician to render such treatment as may be necessary in an emergency of said child. In the event parents, physician, or other persons named cannot be contacted, school officials are hereby authorized to take whatever action is necessary in their judgment for the health of the above child. I will not hold the school district financially responsible for emergency care and/or transportation.

PARENT/GUARDIAN SIGNATURE DATE OF BIRTH

DATE



NATALIA ISD
2023-2024 EMERGENCY CONTACT INFORMATION SHEET

The following persons listed will be used as an emergency contact/pickup.

Please print legibly.

<u>Name</u>	<u>Relationship</u>	<u>Phone No.</u>	<u>Can Transport</u> <u>yes or no</u>

Student Name: _____ Grade: _____

Parent Signature: _____

Date: _____



NATALIA I.S.D. POLICY ACKNOWLEDGMENT FORM

2023-2024

I understand that one of the Natalia ISD's Goals is to increase academic learning time for the students through improved attendance. I will assist the campus in reaching its goal by helping my child understand the importance of school and of good school attendance and by helping my child be at school unless he/she is sick or there is some other extenuating circumstance.

I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time of location.

If parents do not want their child to recite pledges of allegiance to flags, they must annually provide a written request within one week of the student's enrollment.

If parents do not want their child spanked or subjected to corporal punishment, they must personally deliver annually a written request to the principal within 10 days of the student's enrollment. In-school-suspension or other disciplinary techniques will be used as an alternative to spanking or corporal punishment if the parents or guardians submit the written request that their child not be spanked or subject to corporal punishment.

Regarding student records, **I understand that the Federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my Child, unless I direct the District not to release this information without prior written consent, as indicated below.** This objection must be filed with the principal within ten school days of my child's first day of instruction for this school year. Directory information includes my child's:

- | | |
|---|--|
| 1. Name | 2. Address |
| 3. Telephone listing | 4. Date and place of birth |
| 5. Participation in officially recognized activities and sports | 6. Photograph |
| 7. Weight and height of members of athletic teams | 8. Dates of attendance |
| 9. Grade level | 10. Enrollment status |
| 11. Honors and awards received in school | 12. Most recent previous school attended |
| 13. E-mail address | |

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Student Recognition. During the school year, opportunities arise to provide positive information and publicity about our programs and events to the general public or specific audiences. In some cases, we may receive requests from the news media or professional persons to interview, photograph, and/or film students for news or non-profit publications, television or radio broadcasts, or for educational information and training or various publications and brochures printed by Natalia ISD and parent-teacher organizations. Permission is needed for your child to be the subject of any news media publicity or to be included in district publications. Your selection will be kept on file for future reference and will remain in effect unless revoked in writing by the parent/guardian.

YES I give permission for my child to be interviewed, photographed, and/or filmed for public news media, professional education information, or any other non-profit publication for public use (e.g. newsletters).

NO In addition, I give permission for my child's name, work and likeness to appear on the Internet.

Natalia ISD reserves the right to send school personnel and or legal authorities to the home when students are not in attendance at school. Those students are subject to be brought back to campus.

Students Name	Grade
Parent's/Guardian's Printed Name	Parent/Guardian Signature
	Date



COMPULSORY ATTENDANCE/CARTA DE ASISTENCIA OBLIGATORIA 2023-2024

Dear Parent or Guardian,

Legislation has created Texas education code 25.095 that requires all parents to be given an attendance warning at the beginning of the school. Compulsory attendance applies to students who are at least six years old as of September 1st. The law requires a student to attend public school until the student's 18th birthday. The education code 25.085 further states that once an 18-year-old student has more than five unexcused absences in a semester, the district may revoke the student's enrollment for the remainder of the year, (25.085 does not apply to special education students). Compulsory attendance also applies to students under six years of age that are enrolled in kindergarten and pre-kindergarten classes. Texas education code 25.085 states that if the student has more than five unexcused absences in the program, the district may revoke the student's enrollment for the remainder of the school year. Further warning notices will be sent by the attendance personnel on each campus. Charges fined in municipal court will also occur if your child does not meet the state requirement of 90% attendance in school and/or each class.

Estimado padre o tutor:

La legislación ha creado el código de educación de Texas 25.095 que requiere que todos los padres reciban una advertencia de asistencia al comienzo de la escuela. La asistencia obligatoria se aplica a los estudiantes que tienen al menos seis años de edad a partir del 1 de Septiembre. La Ley requiere que un estudiante asista a una escuela pública hasta que el estudiante cumpla 18 años. El código de educación 25 .085 además establece que una vez que un estudiante de 18 años tiene más de cinco injustificadas ausencias en un semestre , el distrito puede revocar la inscripción del estudiante por el resto del año. (25.085 no aplica a estudiantes de educación especial). La asistencia obligatoria también se aplica a los estudiantes menores de seis años de edad y está matriculado en clases de preescolar y kindergarten. El código de educación de Texas 25.085 establece que si el estudiante tiene más de cinco ausencias injustificadas en el programa, el distrito puede revocar la inscripción del estudiante para el resto del año escolar. Los avisos de advertencia adicionales serán enviados por el personal de asistencia en cada campus. Los cargos multados en la corte municipal también ocurrirán si su hijo no cumple con el requisito estatal de asistencia del 90% en la escuela y/ o en cada clase.

Sincerely/Atentamente

Lana Collavo

Lana Collavo
Superintendent of Schools/Superintendente de Escuelas



COMPULSORY ATTENDANCE/CARTA DE ASISTENCIA OBLIGATORIA
2023-2024

I have received and read the letter for Compulsory Attendance.

He recibido y leído la carta de Asistencia Obligatoria.

Student Name/Nombre de Estudiante: _____ Grade/Grado: _____

Parent Signature/Firma de Padre: _____ Date/Fecha: _____



NATALIA ISD

Food Allergy Disclosure 2023-2024

Dear Parents,

The Natalia ISD is required to request, at the time of enrollment, that the parent or guardian of each student attending a Natalia ISD school disclose the student's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed to the Natalia ISD in order to enable Natalia ISD to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. **The parent will provide a doctor's note, notify the school nurse, and food & nutrition if your child has an anaphylactic food allergy that requires an EpiPen. The school must have an EpiPen prescribed for student in the event of an emergency.**

FOOD	NATURE OF ALLERGIC REACTION TO THE FOOD

_____ My child does not have any food allergies.

Natalia ISD will maintain the confidentiality of this form and the information provided above and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act and district Policy. [See FL] **The district will maintain this form as part of your child's student record.**

STUDENT NAME

GRADE

DATE

PRINTED PARENT NAME

PARENT CONTACT PHONE#

SIGNATURE

CAMPUS REGISTRAR: If **NO** keep copy in cumulative folder. If student has food allergy please send a copy of this form to Nurse and Child Nutrition Director.

2022-2024 Emergency Contact and Health Information

Please print

Name of Student: _____ TxEIS ID #: _____
Office use only

Date of Birth: _____ Sex: M F Grade: _____

Name of Physician/Health Care Provider: _____ Phone: _____

Name of Dentist: _____ Phone: _____

Hospital Preference: _____

Health Insurance: No Yes Insurance Name: _____ Policy #: _____

Health Issues - check all that apply and describe on back

Medical documentation must be provided for any condition identified below

<input type="checkbox"/> No Health Problems	<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Asthma/Respiratory	<input type="checkbox"/> Autism	<input type="checkbox"/> Bladder/Kidney	<input type="checkbox"/> Blood Pressure
<input type="checkbox"/> Dietary restrictions	<input type="checkbox"/> Diabetes	<input type="checkbox"/> GI Issues	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Heart Conditions	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Neurological	<input type="checkbox"/> Orthopedic/Scoliosis	<input type="checkbox"/> Seizures	<input type="checkbox"/> Skin Issues	<input type="checkbox"/> Special Equipment	<input type="checkbox"/> Vision Impairment

Is your Student currently taking Medication(s)? NO YES (if yes please list all medications)

Medication Name _____ Dose _____ Time: _____

Reason _____

Medication Name _____ Dose _____ Time: _____

Reason _____

****Medication in school:** Medications can be dispensed in school only when absolutely necessary for the wellbeing of the student. All medications, both prescriptions and nonprescription, require an order from the doctor and the parent requesting that the medication be given during the school day. This is done annually. It is your responsibility to know when your student needs refills of medication. The only self-carry medications are insulin, asthma inhalers and Epi-Pen with doctors written approval.

Allergies: No Yes (If Yes please specify if allergy is mild, severe, or life threatening to food, insect, medication, other)

Does your student require an EpiPen, EpiPen Jr. or Twinject Auto Injector? No Yes (If Yes Physician's orders required)

Should your child have a change in medical condition or contact status during the school year, it will be your responsibility to provide updated information.

Hearing, Vision, Acanthosis Nigricans (AN), Scoliosis screening are provided for students according to state guidelines.

I, the undersigned, do hereby authorize officials of the Natalia Independent School District to contact alternative adults and physicians listed. I authorize the school nurse, or trained personnel, to render treatment deemed necessary in case of an emergency. I authorize medical information to be shared with appropriate personnel. I will not hold Natalia ISD financially responsible for the emergency care and/or transportation of said child.

Parent/Guardian Name Printed

Phone #: _____

Parent/Guardian Signature

Date: _____



2023-2024 Socioeconomic Information Form

CONFIDENTIAL

Student Name _____ Student Grade _____ Student Date of Birth _____

School Name _____ Student ID _____

Natalia ISD is required to collect and report the socioeconomic status of each student to the Texas Education Agency for purposes of the annual state accountability ratings and for federal reporting. Please note that this form is not sent to the Texas Education Agency and that the income levels indicated for your family are not reported to the Texas Education Agency. Only the Economic Disadvantaged status of each student as determined by the information provided is reported to the Texas Education Agency.

SECTION A

Do you receive Supplemental Nutrition Assistance (SNAP)? Yes No

Do you receive Temporary Assistance to Needy Families (TANF)? Yes No

SECTION B

How many members are in the household (include all adults and children)? _____

TOTAL **YEARLY** INCOME BEFORE DEDUCTIONS OF ***ALL*** HOUSEHOLD MEMBERS (example \$27,000.00): \$ _____

Include wages, salary, welfare payments, child support, alimony, pensions, Social Security, worker's compensation, unemployment and all other sources of income (before any type of deductions)

SIGNATURE Please check one of the following two boxes as appropriate.

In accordance with the provisions of the Protection of Pupil Rights Amendment (PPRA) no student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals information concerning income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior written consent of the adult student, parent or legal guardian.

____ I certify that all the information on this form is true and that all income is reported. I understand the school will receive federal funds and will be rated for accountability based on the information I provide.

____ I chose not to provide this information. I understand that the school's disbursement of federal funds and accountability rating may be affected by my choice.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

CAMPUS: PLEASE SEND TO PEIMS DEPARTMENT



Natalia ISD Transportation Information Form
2023-2024

Date: _____

Student Name: _____

Campus: _____ Grade: _____

How will your child get to and from school? (**Choose ONE**)

Ride the Bus Other

Physical Address: _____

Parent(s) Name and Phone Number: _____

Do you live **less than** 2 miles from the school? YES NO

***To ensure the maximum number of students have seats on our buses, we will enforce a no-ride/no-seat rule this year. If your child does not ride the bus for 10 consecutive days, they will be dropped from the route to make room for a student who is on a waiting list.**

COMPLETION OF THIS FORM DOES NOT GUARANTEE TRANSPORTATION SERVICES



NATALIA ISD ELECTRONIC SYSTEM USER Acceptable Use Policy and Guidelines Overview



Overview

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a network user violates any of the provisions, his or her account will be terminated and future access could possibly be denied.

The NISD Wide Area Network (WAN) was designed to facilitate communication among staff members and administrators, as well as to provide students access to shared educational files and applications. NISD employees and students who use the network and electronic system will be referred to as “Users” from this point forward.

Access to the network is a privilege, not a right. Access entails responsibility. Individual users of the network are responsible for their behavior and communications over the network. Users must agree to comply with district standards as set forth in the following Acceptable Use Guidelines and all other relevant district policies, rules, and regulations.

Network Integrity

The Natalia ISD reserves the right to examine all data stored on District hardware to make sure that all users are following these regulations. Network and online storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district equipment or online servers will be considered private.

Inappropriate Uses

- Sharing the password for your account with others
- Accessing other user’s accounts including files and/or other documents without permission
- Using the Internet for political or commercial activity
- Using the system to threaten or harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks
- Accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal
- Send/post messages under a false identity
- Send/post unsolicited junk mail or chain letters
- Using inappropriate language (no swearing, vulgarity, ethnic or racial slurs, or any inflammatory or threatening language)
- Harming equipment, materials, data, or gaining unauthorized access to restricted information or resources
- Knowingly disrupt the network including infecting a computer or network with a virus, sending inappropriate mass mailings or spamming, nor disconnecting equipment to disable any computing function
- Disabling any Internet filtering device
- Encrypting communications to avoid security review
- Installing any software program to a district computer without permission
- Downloading large files unless absolutely necessary
- Using the system for illegal purposes

Consequences for Inappropriate Use

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.



NATALIA ISD

ELECTRONIC SYSTEM USER

Acceptable Use Policy and Guidelines Overview



System Access

Access to the District's electronic communications system will be governed as follows:

- All users assigned to the District's electronic communications system account are required to sign the Employee or Student Agreement for Acceptable Use of the Electronic Communication System. Upon agreeing to the District's Acceptable Use Policy and approval of the Superintendent or designee, users will be granted access to the District's system.
- Users with accounts will be required to maintain password confidentiality by not sharing the password with anyone.
- Users will have access to the District's resources for class assignments and research with their teacher's permission and/or supervision.
- Students completing required course work on the system will have first priority for use of the District equipment after school hours.
- Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system as well as other consequences applicable by policy or law.
- Any system user having been denied access rights may be reinstated with a limited access account to reduce the level of security risk to the system. Limits on this type of account may include time limitations, station access limitations, file access restrictions, and revocation of Internet access privileges.

Campus Level Responsibilities

The campus principal or designee will:

- Be responsible for disseminating, collecting signed permission forms, and enforcing the Student Guidelines for Acceptable Use of Electronic Communications Systems.
- Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate and ethical use of this resource. Training for students will also address online safety and appropriate online behavior including interaction on social network websites, chat rooms, and cyberbullying awareness and response. Curriculum choice for training will be at the campus administrator's discretion. **See: Internet Safety**

Individual User Responsibilities

The following standards will apply to all users of the District's computer network systems:

- The user in whose name a system account is issued will be responsible at all times for its proper use
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines.
- The user may not use another person's system account.
- The user, if granted access to electronic mail, is asked to archive or delete electronic mail consistent with the District's retention policies.
- The user may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
- Users are asked to delete unneeded files from the District servers on a regular basis.
- Users will be responsible for the care and maintenance of their systems.
- Maintenance issues should be reported to the campus computer facilitator.
- System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public program. System users are responsible for determining whether a program is in the public domain. If you are in question, then assistance may be sought from the District Technology Department.



NATALIA ISD

ELECTRONIC SYSTEM USER

Acceptable Use Policy and Guidelines Overview



Internet Safety

Natalia ISD controls students' access to inappropriate materials, as well as materials that are harmful to minors. NISD also makes every effort to ensure student safety and security when using District electronic communications including:

- Preventing unauthorized access, hacking, and other unlawful activities.
- Controlling student access to inappropriate materials or materials harmful to minors
- Restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding students
- Educating students about cyberbullying awareness and response, as well as appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. The curriculum to be used will be at the campus administrator's discretion. *Ex: Common Sense K-12 Digital Citizenship Curriculum - FREE to educators.* <https://www.common sense media.org/educators/scope-and-sequence>, <https://www.highspeedtraining.co.uk/hub/internet-safety-parents-can-keep-child-safe-online/>

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and possible prosecution. The party will be responsible for restitution to the District for costs associated with system restoration, hardware, or software.

Forgery Prohibited

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Usage of Personal Electronic Devices:

Users may *not* use their personal electronic devices on the Natalia ISD network. Personal electronic devices include but are not limited to student-owned desktop, laptop, tablet, and handheld computing devices, whether wired or wireless, USB drives, cameras, and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- Users are prohibited from using a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full-motion images) in any way that violates school or District policies, including illicit and illegal use.
- Users are prohibited from using film or digital cameras and film or digital camcorders in any way that violates School or District policies, including illicit and illegal use.
- Users may not use any personal electronic devices or media including but not limited to CD/DVD burners and USB "pen" or "jump" drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies, and software.
- Users may not load a bootable, an alternate operating system on any District-owned computer from any student-owned source or media, including floppy disks, CD/DVD discs or USB devices ("pen" or "jump" drives (USB keys), USB hard drives or USB CD/DVD drives).
- Users may acquire, through a wired or wireless connection, District-provided network or Internet access from any student-owned computing device whether desktop, portable, tablet, or handheld, only using proper network authentication and in accordance with their campus or department guidelines.



NATALIA ISD
ELECTRONIC SYSTEM USER
Acceptable Use Policy and Guidelines Overview



Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

Information Content/Third Party Supply Information

- System users with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.
- NISID will maintain an Internet filtering software package to attempt to minimize access to objectionable material. Any attempt to circumvent the filtering software will be viewed as an attempt to disrupt the system.
- A user knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct or District Policy. For students, this could result in the loss of credit.

Network Etiquette

System users are expected to observe the following network etiquette:

- Be polite.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending or receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials or messages either public or private is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Suspension /Revocation of System User Account

NISD will suspend or revoke a system user's access to the District's system upon violation of NISD policy and/or administrative regulations regarding acceptable use. Termination of a user's access will be effective **on the date** the Principal/Campus Coordinator/Department Supervisor receives notice of user withdrawal or revocation of system privileges. If there is to be a future date of withdrawal or revocation then it will be specified in the notice.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the misuse of the District's electronic communications system.

This policy is binding for the duration of the user's annual enrollment or employment at Natalia ISD.



NATALIA ISD
ELECTRONIC SYSTEM USER
Acceptable Use Policy and Guidelines Overview



Parent or Guardian Section

I have read the Student Internet Acceptable Use Policy.

I will instruct my child regarding any restrictions against accessing material that is in addition to the restrictions set forth in the Student Internet Acceptable Use Policy.

I will emphasize to my child the importance of following the rules for personal safety.

___ I give permission to allow my child, _____, to use the Internet according to the Student Internet Acceptable Use Policy.

Parent/Guardian Signature _____ Date _____

Student Section

___ I agree to follow the rules contained in the Student Internet Acceptable Use Policy. I understand that if I violate the rules my account may be terminated.

Student Signature _____ Date _____

2023-2024 Chromebook Handbook and Policy



NATALIA ISD
805 PEARSON ST., NATALIA, TEXAS
830-663-4416

Introduction

This handbook and the attached agreement provide information concerning the Chromebooks used at Natalia ISD. Students in grades K-12 will be provided with a district Chromebook for on-campus instruction for the 2023-2024 school year, as part of supplemental learning.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been assigned in each Classroom. Chromebooks that are broken or fail to work properly must follow the Campus procedure for inspection and repair. If a loaner Chromebook is needed, one will be issued to the student through the main office and/or the school library until their Chromebook can be repaired or replaced. The Library staff will sign out the loaner Chromebook and sign it back in when it is returned.

General Precautions

The Chromebook is fun to use and a great tool for learning, but it is not a toy. Remember, it is still a computer and, as such, it must be handled with care. There are several things you can do to make your Chromebook last longer and offer you a trouble-free and rewarding learning experience.

Parent Initial _____

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords and cables must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or storage cart. Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time.
- Always make sure your Chromebook is at room temperature prior to turning it on.
- Do not use your Chromebook as a folder to store papers.
- Use your Chromebook on a flat, hard, stable surface.
- Do not insert things, especially metal objects, into the openings of your Chromebook.

Carrying the Chromebook

Parent Initial _____

A portion of Chromebooks may have a rubberized shell which will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

Screen Care

Parent Initial _____

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook. Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case (if applicable) that will press against the cover.
- Do not poke the screen. Do not leave the Chromebook in direct sunlight or near a heat source.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Cleaning(If applicable):

Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

- Close your Chromebook carefully from the center of the screen---don't slam it shut.
- Wipe surfaces lightly with a clean, soft cloth.
- Do NOT use water or other cleaning solutions on your Chromebook.

Power Cable

Parent Initial _____

- The Power Cable should be lined up straight with the connector when inserting and removing.
- Be careful not to jerk/pull/ twist your Chromebook around when the cables are attached.
- It is an expectation that the Chromebook will be fully charged every evening. Charging will not be allowed during the day due to the fire code and the dangers of students tripping.

Wireless Internet

- Your Chromebook is a wireless-only device.
- A wireless network is required to use the device

Using Your Chromebook

Parent Initial _____

At School:

The Chromebook is intended for use at school each day if applicable to the instruction for that day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and academic/student handbooks can be accessed using the Chromebook.

General Guidelines

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email is subject to inspection at any time by the school administration.

Personalizing the Chromebook

Parent Initial_____

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of NISD. Spot checks for compliance will be done by the administration and staff.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Content Filter:

Natalia ISD is required to follow the guidelines of the Child Internet Protection Act Mandated by TEA. The Chromebooks are monitored by the content filter to ensure all students remain safe while using the internet.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by the NISD.

Inspection:

Parent Initial_____

Students may be selected at random to provide their Chromebook for inspection. The purpose of the inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. The Chromebook is the property of the school district and is not to be considered privately held or possessed by the student.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will typically use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. Restoring the Chrome OS will restore the device to the state in which the user originally received it.

All files saved on the Chromebook that has been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not monitoring their Chromebook, they should be stored in their lockers or carts. Nothing should be placed on top of the Chromebook when stored in the locker.

Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier— such as a book or devices made specifically for this purpose— when working on your lap.
Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye level and the keyboard at lap level.

Repairing or Replacing Your Chromebook:

Parent Initial_____

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the school media center.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.

- Repaired Chromebooks will be restored with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and/or their parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Such misuse includes major scratches and damage to the unit itself, etc. Parents will be billed for parts and necessary labor required in such circumstances.

Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse, neglect, or abuse.

Parent Initial _____

Repair and Replacement Costs:

Charger- \$50

Screen replacement - \$40-\$125

Screen bezel - \$20

Keyboard touchpad - \$20

Keyboard - \$50

Full Device \$250-\$300

*Repair and replacement costs are based on current market costs.

Substitution of Equipment

- If an extended repair is needed, a substitute Chromebook may be issued and should remain in the classroom where assigned.
- The Natalia ISD reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by the administration.
- The student or parent may not purchase replacement parts, cases, or other items issued to the student on their own; payment shall be made to the Campus where the device is assigned.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to others or using equipment in an unsafe environment or unsafe manner.

General Care

- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover, or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.

- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the computer that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the computer.
- Always completely close the lid before moving it, even for short distances.
- Always store the computer in the classroom cart. Note: do not store anything (e.g., cords, papers, or disks) in the area within the laptop case designed for the computer other than the computer itself as this may damage the screen.
- Shut down the Chromebook if the student is closing the case for an extended period of time.
- Do not grab and squeeze the computer, as this can damage the screen and other components

Return

Parent Initial_____

Any student who transfers out of the Natalia ISD **is required** to return their Chromebook and accessories. This includes graduating students as well. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If a student is on quarantine and needs a Chromebook, they may sign one out and then return it upon coming back into the school.

Disclaimer

Given the nature of technology use and applications, provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications and web postings.
