

KLONDIKE INDEPENDENT SCHOOL DISTRICT

Klondike High School

Student & Parent Laptop Handbook

2026–2027 School Year

*Terms of use, device care, network and internet-safety guidelines,
and the Student Code of Conduct for district-issued laptops.*

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Terms of the Laptop Loan

High School students must pay a nonrefundable annual device fee of \$100.00 before taking possession of a district laptop each school year. Students and parents agree to comply at all times with this Klondike ISD Student/Parent Laptop Handbook and the district's Acceptable Use Policy, both of which are incorporated into and made part of this agreement. Failure to comply may result in immediate termination of the right to possess the laptop and repossession by the district.

Title

Legal title to the laptop remains with the district at all times until ownership transfers under the terms described in "Annual Device Fee & Ownership" below. The right to possess and use the laptop is conditioned on full compliance with this agreement and this handbook.

Loss or Damage

If a laptop is damaged, lost, or stolen, the student and parent are responsible for the reasonable cost of repair, or the laptop's fair market value on the date of loss. Loss or theft must be reported to the district by the next school day. Estimated repair and replacement costs are listed in the Repair Pricing table below. Seniors must clear all records and pay all outstanding fees before participating in graduation ceremonies.

Repossession

If a student does not fully comply with the terms of this agreement, including timely return of the laptop, the district may declare the student in default and recover the laptop, including from the student's place of residence or wherever the laptop is located.

Term of Agreement

The right to use and possess the laptop ends no later than the last day of the school year, unless earlier terminated by the district or upon the student's withdrawal from the district.

Unreturned Laptops

Failing to timely return the laptop, and continuing to use it for non-school purposes without the district's consent, may be treated as unlawful appropriation of district property.

Annual Device Fee & Ownership

Students pay a nonrefundable annual device fee of \$100.00 to take possession of a laptop each school year. This fee is applied toward the eventual purchase of the laptop. Provided a student remains in good standing — all fees paid and no major damage or loss, at the discretion of campus administration — ownership of the laptop transfers to the student at graduation.

The annual fee is separate from repair costs. Ordinary repairs for accidental or normal-use damage are billed individually according to the Repair Pricing table below.

- Students must make arrangements to pay the fee before taking possession of the laptop each year.

- In case of theft, vandalism, or another criminal act, a police report **must** be filed by the student or parent within 48 hours of the occurrence. Incidents occurring off campus must be reported to the police by the parent, with a copy of the report provided to the school. The district may assess a replacement fee once the investigation is complete.
- If a laptop is lost, the student/parent is responsible for its fair market value.
- A student will be charged the fair market replacement price of the laptop if it is deliberately damaged or vandalized.
- Seniors must clear all records and pay all fees before participating in graduation.
- Students/parents are responsible for the reasonable cost of repair for damaged laptops (see Repair Pricing table).

Table of Estimated Repair Pricing

Non-Warranty Repair or Replacement	Estimated Cost
Broken Screen (LCD)	Actual cost of repair
Damaged Keyboard	Actual cost of repair
Damaged or Lost Power Supply	Actual cost of repair/replacement
Damaged or Lost Battery	Actual cost of replacement
Re-image of Hard Drive (per incident)	\$75.00
Abandonment Fee – laptop and/or accessories not returned at scheduled collection without prior arrangement	\$10.00
Other Minor/Major Damage	Actual cost of repair
Lost or Destroyed Laptop	Fair market value (based on age/condition)

Financial Hardship & Fee Waivers

The district may adjust or waive the annual device fee for families experiencing financial hardship, consistent with Board Policy. If paying the fee would prevent a student from obtaining a laptop, parents or guardians should contact the campus principal or designee.

To request a waiver or adjustment:

1. Contact the campus principal or designee to request a hardship review.
2. The campus will respond within **10 school days** of receiving the request.
3. Approved families may receive a full or partial fee waiver, or an extended payment plan spread across the school year.

Use of Laptops on the District Network

Klondike ISD is committed to keeping students working even when a laptop is having problems. To help with this, the district provides the following:

Cloud Student Drives

Each student has cloud storage set up on their school-issued Google account (Google Drive). Students should save important files here to keep a backup that is accessible from any device with internet access.

No Loaning or Borrowing Laptops

- Do **not** loan your laptop or other equipment to another student.
- Do **not** borrow a laptop from another student.
- Do **not** share passwords or usernames with anyone.

Classroom Assignments and Websites

Many classes post assignments in Google Classroom, which can be accessed from any computer with internet access. Talk with your student's teachers about how coursework and assignments are posted.

Internet Safety

Many sites on the internet can be potentially dangerous to minors. These sites are blocked while students are logged on to the district network, but may be unrestricted at home. Accessing blocked sites through a proxy or VPN is a violation of district policy. Parents may want to restrict access at home as well.

Additional Sources of Internet Safety Information:

- FBI Parent's Guide to Internet Safety: [fbi.gov/publications/pguide/pguideee.htm](https://www.fbi.gov/publications/pguide/pguideee.htm)
- NetSmartz (for parents): [net-smartz.org/netparents.htm](https://www.net-smartz.org/netparents.htm)

Screensavers & Display

- Inappropriate media may not be used as a screensaver, background, or lock-screen image.
- Weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols or pictures will result in disciplinary action.
- Passwords may not be placed on screensavers or the power-on screen.
- A re-imaging charge applies to remove any of the above. Re-imaging results in the loss of **all** personal data.

Sound & Headphones

- Sound must be muted at all times unless a teacher gives permission for instructional purposes.
- Headphones may be used only for instructional purposes.

Deleting Files

- Do not delete system folders or files you did not create or do not recognize. Deleting certain files can cause computer failure, interfere with your ability to complete classwork, and affect your grades.
- A re-imaging charge will be assessed. Re-imaging results in the loss of **all** personal data.

Music, Games, Apps & Programs

- Any music downloaded or streamed must be appropriate per district policy.
- Any games or apps streamed or installed must be appropriate per district policy.
- Decisions about appropriate music, games, and apps are at the discretion of campus administration.
- All software must be district-approved and installed by the Technology Department.
- All copyright laws will be enforced.
- A re-imaging charge applies to remove any of the above. Re-imaging results in the loss of **all** personal data.

Artificial Intelligence (AI) Acceptable Use

Students may use school-approved AI tools to support learning — for example, brainstorming, research assistance, or practice problems — only when a teacher has specifically authorized their use for an assignment.

- Submitting AI-generated work as a student's own original work, without disclosure as required by a teacher, is a violation of the district's academic honesty policy and may result in the same consequences as other forms of plagiarism.
- Students may not use AI tools to create offensive, harassing, or fabricated content about another person — including "deepfake" images, audio, or video — which may result in disciplinary action under the Misbehaviors & Consequences section below and, in serious cases, referral to law enforcement.
- Students remain responsible for verifying the accuracy of any AI-generated information before using or submitting it.

This section reflects the Texas Responsible AI Governance Act (effective January 1, 2026) and district guidance in effect at the time of publication; it will be updated as state guidance evolves.

Unauthorized Access

Unauthorized access to district systems is addressed in Board Policy, available on the district website or from campus administration.

Transporting Laptops

- To prevent damage, laptops should be closed and placed in a bag or backpack before being carried.

- Laptops do **not** need to be shut down between classes.
- Laptops may be left on around the clock. Batteries must be fully charged before arriving at school each day.

Student Code of Conduct: Misbehaviors & Consequences

The consequences below apply in addition to, not in place of, the district's Student Code of Conduct.

Ordinary accidental damage — such as a dropped laptop or a screen cracked through normal wear — is a financial matter handled through the Repair Pricing table above, not a disciplinary infraction. The misbehaviors below apply only to damage caused by negligence or intentional misuse. Consequences involving suspension or referral to an outside agency are intended for intentional misuse or a repeated pattern of violations, not an isolated accident.

For any student receiving services under IDEA or a Section 504 plan, the district will follow all required procedural safeguards — including a manifestation determination where applicable — before imposing exclusionary discipline. Consultation with the campus special education coordinator will take place before removing a laptop or assigning consequences under this section.

Phase I

Phase I Misbehaviors	Phase I Consequences
Any student action deemed by instructors and/or administrators to negatively affect the educational efficiency of the program, including: – Downloading non-instructional screensavers, games, or music. – Deleting instructional applications. – Loss or vandalism of power cords. – Sharing a password or ID with another person, or using someone else's. – Accessing, deleting, copying, or modifying another person's files or data without consent. – Intentionally wasting limited network resources. – Using the network for commercial purposes, political activity, or private business. – Revealing personal addresses, Social Security numbers, account numbers, or phone numbers (yours or another person's). – Plagiarizing material from any electronic resource.	First Offense: – Documentation of offense – Contact with parent – Re-imaging charge to correct misuse if needed – Cost to replace lost part

Second Offense: written warning, call to parents, re-imaging charge, cost to replace lost part. Third Offense: laptop removed pending parent conference, re-imaging charge, cost to replace lost part.

Leaving a laptop unattended, or using it in a manner that may cause damage or directly violates district policy, will result in the laptop being confiscated and held by administration pending a parent conference.

Phase II

Phase II Misbehaviors	Phase II Consequences
More severe or persistent conduct — which may include a fourth or later Phase I offense — that infringes on the rights of others or negatively impacts learning, including: – Keyboard, hard drive, screen, or other internal component damaged due to negligence or intentional misuse and requiring replacement. – Distributing illegally obtained electronic materials. – A policy violation that negatively impacts another student's rights. – Creating, accessing, or processing offensive or pornographic material; obscene or threatening language; or harassing, hateful, or discriminatory remarks. – Damaging or introducing a virus into computers, systems, or networks. – Using the network for commercial purposes, political activity, or private business. – Revealing personal addresses, Social Security numbers, account numbers, or phone numbers. – Transmitting material that violates U.S. or state law. – Violating copyright law, including installing unauthorized software.	At the discretion of the campus administrator, which may include: – Removal of laptop pending parent conference – Mandatory parent conference – Behavior contract – In-school suspension – Suspension, for repeated Phase II or behavioral offenses – Notification of outside agency and/or police, with charges filed where appropriate

The student is responsible for expenses from intentional hardware damage. If misbehavior results in legal action, assignment to an alternative education program is a possible consequence.

Phase III

Phase III Misbehaviors	Phase III Consequences
Conduct that disrupts, or threatens to disrupt, the school's efficiency to a degree that the student's presence is not acceptable — committed on school property, within 300 feet of school property, or at a school-sponsored activity — including: – Electronic threats. – Habitual violation of Phase I or Phase II offenses. – Transmitting material that violates U.S. or state law. – Conduct that breaches computer security under Texas Penal Code § 33.02(b)(1).	At the discretion of the campus administrator, which may include: – Removal of laptop pending parent conference – Mandatory parent conference – Behavior contract – In-school suspension – Suspension, for repeated Phase III or behavioral offenses – Assignment to an alternative education program, with notification sent to the juvenile justice system

Phase III Misbehaviors	Phase III Consequences
– Use or possession of hacking software or other software capable of causing harm.	– Notification of outside agency and/or police, with charges filed where appropriate – Permanent loss of laptop privileges

The student is responsible for expenses from intentional hardware damage.

Breach of Computer Security

Accessing a computer, computer network, or computer system without the effective consent of its owner is a criminal offense under Texas Penal Code § 33.02 (Breach of Computer Security). Depending on the harm caused and the value involved, a violation can range from a Class B misdemeanor to a first-degree felony.

The current, full text of this statute is available at statutes.capitol.texas.gov.

Students found to have violated this statute using a district laptop or network will be referred to law enforcement in addition to any consequences under this handbook.

Internet Safety Tips for Parents

Location

- Keep the laptop in a central location in the home where you can see it and monitor its use.
- Be able to see your student's screen while they are online.
- If they take the laptop to a friend's home, talk with that family about how they monitor online access.
- Spend time with your child online — have them show you their favorite apps, games, and sites.

Monitor

- Monitor your child's computer use. Set reasonable limits on internet, messaging, and social media access.
- Know where your child goes online, where they've been, and who they are communicating with.
- Closely monitor participation in group chats, messaging apps, and online gaming communities.
- Maintain access to your child's online accounts and periodically check activity. Be upfront with them about this and why.

Communicate

- Talk with your child about your expectations and what you consider appropriate online behavior.

Additional Sources of Internet Safety Information:

- NetSmartz (for parents): netsmartz.org/netparents.htm
- FBI Parent's Guide to Internet Safety: fbi.gov/publications/pguide/pguidee.htm

Online Tips to Discuss With Your Student

4. Never give out personal information to anyone online, including your name, address, phone number, age, family income, friends' names, school location, or photos.
5. Never use a parent's credit card online without permission and supervision. Credit cards should never be used on sites that are not secure.
6. Never share passwords with anyone. Choose passwords that cannot be easily guessed and are not common words.
7. Never arrange to meet in person with someone you only know from online. People are not always who they claim to be.
8. Never open emails or messages from unknown senders, or that make you uncomfortable. Unsolicited messages can carry viruses or lead to unwanted spam.
9. Never click on banner or pop-up ads. They can add your information to a database and lead to unwanted spam.
10. Never use inappropriate language or send mean or threatening messages. Never respond to messages or posts that are suggestive, obscene, belligerent, or harassing.
11. Never post pictures of yourself, friends, or family publicly, or send them to people you do not personally know.
12. Be cautious of AI-generated images, video, or audio that may look or sound real but is fake — verify before believing or sharing it.

Additional Sources of Internet Safety Information:

- NetSmartz (for parents): netsmartz.org/netparents.htm
- FBI Parent's Guide to Internet Safety: fbi.gov/publications/pguide/pguideee.htm

Student Pledge for Laptop Use

1. I understand that if I remain in good standing — all fees paid, no major damage or loss, at the discretion of the administration — I will be issued the same laptop each year I am enrolled at Klondike ISD, and ownership of the laptop will transfer to me at graduation.
2. I will never leave the laptop unattended.
3. I will never loan my laptop to another person.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by carrying it only in the case provided.
9. I will use my laptop in ways that are appropriate and educational.
10. I will not place decorations such as stickers or markers on the laptop or power cords, and will not write on the laptop or power adapter.
11. I understand my laptop and carrying case are subject to inspection at any time, without notice.
12. I will follow the policies in this Handbook and the Acceptable Use Policy at school and outside the school day.
13. I will file a police report in case of theft, vandalism, or other criminal acts.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or laptop if lost, stolen, or damaged.
16. I agree to return the district laptop and power cords in good working condition.

Acknowledgement

Dear Student and Parent,

This Klondike ISD Student/Parent Laptop Agreement and Handbook promotes a safe and orderly learning environment for every student. Please read this handbook thoroughly and discuss it with your family. If you have questions about the rules and consequences, contact your student's teacher, counselor, or campus administrator.

The student and parent should each sign below, then return this page to the student's school.

Thank you.

We acknowledge that we have received the Klondike ISD Student/Parent Laptop Agreement and Handbook for the 2026–2027 school year, and that we are responsible for reading and understanding the rules and information it contains.

Student's Name (please print):

Student's Signature:

Date:

Parent/Guardian's Name (please print):

Parent/Guardian's Signature:

Date:

Grade Level:

Please return this signed page to Klondike ISD.