



North Zulch ISD

**1:1 Electronic
Device Policies and
Procedures
2021-2022**

Introduction

The following policies refer to the use of an individual student electronic device. In addition to this Student Handbook, students are required to follow all the guidelines outlined in the North Zulch ISD current "Technology Acceptable Use Policy". As North Zulch ISD's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to North Zulch ISD's website for the most up-to-date information. Students grades 7-12 and those who are asynchronously and synchronously learning at home will be allowed to take home an electronic device grades PK-12.

CARE AND MAINTENANCE OF THE DEVICE

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school's Main Office as soon as possible. Device repair/replacement options will be determined by school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
2. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's Technology Department.
3. Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store any technology.
4. Technology does not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device.
5. School owned technology MUST remain in the provided case when being transported. The student will be charged for any damage to the device outside the school-issued case.
6. Avoid placing weight on the device.
7. Never throw or slide any technology.
8. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories are the responsibility of the student.
9. District-owned devices have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the acceptable use policy and grounds for

disciplinary action.

10. Each device has a unique identification number, and at no time should the numbers or labels be modified or removed.
11. Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
12. Your device is an electronic device and care must be exercised when handling. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, or heavy or sharp objects.
13. Your device is designed for daily use; therefore, each device must be charged and ready for use each school day. Your device/s should be charged at home.
14. The district-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.

COST OF ELECTRONIC DEVICE AND ACCESSORIES

1. The replacement cost of the electronic device is approximately \$294.00 and includes only the device.
2. In the event of non-return or damage due to intentional abuse or misuse, it is the parent/guardian's responsibility to cover the replacement cost of up to \$294.00 or purchase an electronic device for their student. **The student will not be issued an additional device if the cost of damages is not paid.**
3. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse. Charges will be based on current replacement cost of accessories, to include:
 - Power Charger and Cable
 - Case
4. District-issued software applications (apps) are needed for student learning and should not be deleted.
5. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

If intentional damage is done to the electronic device, the student/parent (guardian) will be liable for the damage and the student will be subject to disciplinary action.

Examples of Cost:

Item	Cost
Lost Electronic Device	\$294
Destroyed Electronic Device (total)	\$294
Stolen Electronic Device (Police Report Required)	\$25
Lost Power Adapter	up to \$25
Cracked Screen	\$125
Power Adapter	Free if turn in old power adapter
Case for iPads	up to \$28
Carrying Case	up to \$20

LOST OR STOLEN DEVICES

1. In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian is mandatory for insurance claim processing. In the absence of a police report, the parent/guardian will assume responsibility for the full replacement cost.
2. In the event that a police report is filed for a lost or stolen device, North Zulch ISD may aid the police in recovering the device.
3. All devices are tagged with an asset label. The label is not to be tampered with or removed.
4. Students who un-enroll from North Zulch ISD during the school year must return the device along with any issued accessories at the time they leave the district. The device and all accessories should be returned to the school's Elementary or High School Office. Failure to return a device in a timely fashion may result in legal action or payment in full (\$294.00).

STUDENT USE OF DISTRICT TECHNOLOGY

1. All District owned technology is the property of North Zulch ISD and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on any District owned technology or a school-supplied or supported email service.
2. Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school-related activity.
3. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring the device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student may lose the option of bringing the device home.
4. It is the student's responsibility to bring the device to school fully charged. A student's repeated failure to bring the device charged may result in losing the option to bring the device home.
5. While personalized screen-savers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted in accordance with the districts Acceptable Use Policy and Student Handbook.
6. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Students

may save files to their Google Drive or District Home Directory.

7. The District-issued device is designed as a tool for learning; misuse of the device may result in disciplinary action.
8. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
9. A student should not share his/her personal password with anyone. Responsibility for the contents/actions of a device rests solely with the individual to whom the device was issued.
10. North Zulch ISD expects students to take their devices home at night for class work and recharging. All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the device at home.
11. North Zulch ISD makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.

PARENT RESPONSIBILITIES

Your son/daughter has been issued an electronic device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device.
- I will make sure my child recharges the device nightly.
- I will make sure my child brings the device to school every day.
- I agree to return the device to school when requested and/or upon my child's withdrawal from North Zulch ISD.

Google Apps for Education

Electronic devices seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Drive, Docs, Sheets, Slides, Drawings, and Forms.

Additionally, Google offers the ability to control additional products within our domain.

The administration and technology staff reserve the right to determine which Google Apps, as well as third party apps and extensions, to allow students to add to their Chrome OS/user account.

Work done within these apps is stored via Google Drive in the cloud. Student accounts are issued and maintained through the district's Google Apps domain.



For more information about Google Apps for Education, please visit: www.google.com/edu

Tech Tips for Using your Electronic Device

Connect your electronic device to Wi-Fi



To connect to the Internet, use a compatible Wi-Fi network.

Step 1: Check if Wi-Fi is connected

- a) Turn on your electronic device.
 - b) Click the status area, where your account picture appears.
- If your electronic device is connected to a network, you'll see the "Wi-Fi on" icon . You don't need to complete the next step.
 - If your electronic device can't connect, you'll see the "Wi-Fi off" icon . Turn on your Wi-Fi in the next step.

Step 2: Turn on Wi-Fi

If you see the Wi-Fi off icon , turn on your Wi-Fi:

- a) Click the Wi-Fi off icon .
- b) Click **No network**.
- c) Click **Turn Wi-Fi on...** or the Enable Wi-Fi icon .
- d) Your electronic device will automatically look for available networks and show them to you in a list.

Step 3: Pick a network and connect



After you turn on your Wi-Fi, your electronic device will look for a network to connect to and show them to you in a list. Select the correct network and enter any necessary credentials.

Edit Google Drive documents offline

Using Google Drive, you can read and edit your saved Google Docs, Sheets, Slides, and Drawings documents when you're offline.

Turn on Google Drive offline

To save your Google Drive documents for offline use:

1. If you haven't already, sign in to your electronic device.
2. Make sure that your electronic device is connected to the web.
3. Open Chrome .
4. Add the [Google Docs Offline](#) extension.
5. Go to drive.google.com.
6. In the upper right corner, click the settings icon  **Settings**.
7. In the "Offline" area, check the box for **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline**.
8. Click **Done**.
9. Wait for a few minutes. Your electronic device will automatically save your Google Drive documents so you can read or edit them when you're offline. If you have a lot of files, you might see a message that your files are syncing.

Student / Parent Agreement (Signature/s Required)

DESCRIPTION	STUDENT INITIALS	PARENT INITIALS
I have read and will comply with the: CARE AND MAINTENANCE OF THE DEVICE.		
I have read and understood the: COST OF ELECTRONIC DEVICE AND ACCESSORIES		
I have read and understood the: LOST OR STOLEN DEVICES		
I have read and understood the: STUDENT USE OF DISTRICT TECHNOLOGY		
I have read and understood the: PARENT RESPONSIBILITIES		

This signature page is intended to accompany the North Zulch ISD Student Technology Handbook. The initials and signature of both student and parent / guardian are required to participate in the electronic device Technology Program.

Student Signature

Parent Signature

NORTH ZULCH ACCEPTABLE USE POLICY

PARENT/GUARDIAN

I have read and discussed the District's Acceptable Use Policy with my child. In consideration for the privilege of using the District's internet access, electronic communications system, and in consideration for having access to the public networks, I hereby release the North Zulch ISD, 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, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

(Parent/Guardian Printed Name)

(Parent/Guardian Signature)

(Date)

Please return this form to Mrs. Brown at the high school front office. This form will be kept on file for the 2020-2021 school year.

Student Guidelines for Acceptable Use of Technology Resources

North Zulch ISD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

To that end, we provide access to the District's technology resources, including the Internet, for instructional and administrative purposes and in accordance with administrative regulations, for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. *Policies may be viewed in entirety through the school office or via the Internet at www.nzisd.org – Board of Trustees- Policy Online.* Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Guidelines

- [North Zulch ISD's](#) network systems are intended for educational purposes.
- All activity over the District's network systems, including Internet use, or using District technologies, may be monitored and retained.
- Access to online content via the District's network systems may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- [North Zulch ISD](#) makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the District's network systems or other technologies are expected to alert technology staff immediately of any concerns for safety or security.

Technologies Covered

[North Zulch ISD](#) may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, [North Zulch ISD](#) will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the District are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

The Student Code of Conduct will be enforced with any system user identified as a security risk or having violated District and/or campus computer use-guidelines. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.

Web Access

North Zulch ISD provides its users with access to the Internet, including web sites, resources, content, and online tools. Each District computer with Internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. The Superintendent or designee shall enforce the use of such filtering devices and shall not authorize the disabling of a filtering device for any reason.

North Zulch ISD will provide age-appropriate training for students who use the District's Internet facilities. The training provided will be designed to promote the District's commitment to:

1. The standards and acceptable use of Internet services as set forth in this Acceptable Use Policy;
2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyber bullying awareness and response.

Email

North Zulch ISD provides users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the District policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, [North Zulch ISD](#) may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

[North Zulch ISD](#) may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school District's network systems as on the school District's network systems.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the campus technology contact immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school District's network systems may be monitored.

Personally-Owned Devices Policy

Personal mobile devices shall be used only with the permission of the campus principal or administrator and when used at North Zulch ISD should follow the same acceptable use policy as North Zulch ISD provided equipment. Any attempt to use a mobile device to bypass the District content filter, even for acceptable content, will be considered a discipline issue.

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individual(s) being recorded is strictly forbidden.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school District's network systems. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

If you believe a computer or mobile device you are using might be infected with a virus, please alert your campus technology contact. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

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, hacking, or any other unlawful activity.

Vandalism as defined above will result in the suspension of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

Downloads

Users should not download or attempt to download or run .exe programs over the school District's network systems or onto school resources without express permission from District technology staff. You may be able to download other file types, such as images or videos. For the security of our District's

network systems, download such files only from reputable sites, and only for education purposes.

The loading of non-school related content or the loading of non-North Zulch ISD licensed software may result in the loss of computer privileges.

Netiquette

Users should always use the Internet, District's network systems resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Personal data (home address, phone number, and phone numbers of other people) should not be revealed.

Remember that other users of the North Zulch ISD technology resources and other networks are human beings whose culture, language, and humor have different points of reference from your own. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism and Copyright Compliance

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright or compliance with fair use guidelines. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

Personal Safety

Users should never share personal information, including phone number, address, social security number,

birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
3. Treat school resources carefully, and alert staff if there is any problem with their operation.
4. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
5. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
6. Use school technologies at appropriate times, in approved places, for educational pursuits.
7. Cite sources when using online sites and resources for research.
8. Recognize that use of school technologies is a privilege and treat it as such.
9. Be cautious to protect the safety of myself and others.
10. Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Unacceptable Use from North Zulch ISD Student Code of Conduct-Excerpt

I will not:

1. Use the system for any illegal purpose.
2. Borrow someone's account without permission.
3. Download or use copyrighted information without permission from the copyright holder.
4. Download or install any software without principal's permission.
5. Waste school resources through improper use of the computer system.
6. Participate in chat rooms unless under strict teacher supervision.

7. Access for non-instructional use during instructional periods.
8. Access, install, download or use non-educational games.
- 9.
10. Attempt to access or circumvent passwords or other security-related information of the District, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
11. Attempt to alter, destroy, or disable District technology resources including but not limited to computers and related equipment, District data, the data of others, or other networks connected to the District's system, including off school property if the conduct causes a substantial disruption to the educational environment.
12. Use the Internet or other electronic communications to threaten District students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
13. Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyber bullying and "sexting", either on or off school property, if the conduct causes a substantial disruption to the educational environment.
14. Use e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

Disclaimer of Liability

North Zulch ISD shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express 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 the 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 misuse of the District's electronic communication system.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of District's network systems, technology, or computer privileges
- Notification to parents

- Detention or suspension from school and school-related activities
- Legal action and/or prosecution