

Ezzell ISD



Technology Handbook

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TECHNOLOGY DEVICE PROGRAM

The focus of the EISD Technology Device Program is to provide equipment and resources that meet the needs of today's students.

The Program facilitates:

- ◆ Access to digital educational resources
- ◆ Facilitate distance learning
- ◆ Individualized learning
- ◆ Creativity and innovation
- ◆ Critical thinking and problem solving
- ◆ Communication and collaboration
- ◆ Technology literacy skills
- ◆ College and career readiness

*Please note that teachers may set additional requirements for use in their classroom

Students in grades 1 - 5th will keep devices at school unless directed by his/her teacher to take them home.

Students in grades 6th - 12th will take home devices daily. Students who forget their Chromebooks may not have access to a loaner.

GENERAL INFORMATION

CHECK-IN AND CHECK-OUT

Chromebooks or other devices will be assigned and/or distributed at the beginning of the school year. Parents and students must sign and return the Technology Device Repair/Replacement Policy.

SUMMER: Students will turn in their Chromebooks and other devices for the summer.

EXTENDED SCHOOL BREAKS: Students may be expected to check in their Chromebooks during Thanksgiving, Winter, and Spring Breaks.

WITHDRAWAL: If a student withdraws from EISD, all devices, chargers and cases must be returned at the time of withdrawal. Students will be responsible for paying for any damages to the equipment or missing items not to exceed the replacement cost of the devices.

REPAIR

Chromebooks or other devices that are broken or fail to work properly must be taken by the student to the campus library in a timely manner. If the device must be sent off for repair, a temporary replacement may be provided for the interim. Malicious or intentional damage to the device is the responsibility of the student and parent. Students and parents will be charged for repairs not to exceed the replacement cost of the device.

GENERAL USE

- NO eating or drinking near your Chromebook or device.
- Cords, headphones, cables, and removable storage devices must be carefully inserted into and removed from the Chromebook to prevent damage.
- Students should never carry their Chromebook while the screen is open or pick up the Chromebook by the screen.
- Do not stack any books, heavy materials, etc. on top of the Chromebook or backpack. Anything placed on the Chromebook may cause damage.
- Do not close the Chromebook with anything inside it (pencil, etc.). This can cause screen damage.
- Students are responsible for charging their Chromebooks. Failure to charge Chromebooks may result in campus disciplinary action.
- Do not expose the Chromebook or other devices to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
- The Chromebook comes with a camera that should be used for educational endeavors as instructed by your teachers. The camera should not be used for inappropriate or unsafe activities.
- Students must not remove the identification tag (barcode) from the Chromebook or other devices.

SCHOOL USE

- **Chromebooks and other issued devices are intended for instructional and educational use at school each day. Students are responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher.**
- **If a student consistently does not bring their assigned device to class, parents will be contacted.**

MEDIA, SOUND, AND GAMES

- **All photos (including desktop background) and videos must meet District Acceptable Use Guidelines.**

- Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, or pictures) will result in disciplinary action and may also result in a loss of Chromebook privileges.
- Use of media, sound, and games must be in accordance with classroom procedures and meet the Acceptable Use Guidelines. (pg.11)

HOME INTERNET ACCESS

Students are allowed to set up access to home wireless networks on their devices. This will allow students to access resources needed to complete school work. All content that is under the @iezzellisd.org domain is monitored by EISD.

NETWORK CONNECTIVITY

- Ezzell ISD makes no guarantee that the EISD network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.
- Students will not be penalized if the district network is down and a completed assignment cannot be accessed for class projects, presentations, etc.

APPS AND EXTENSIONS

- Ezzell ISD manages the apps and extensions that are available on the device. Apps and extensions installed by the district are not to be removed by the student.
- Any app or extension that violates the Acceptable Use Guidelines or that is deemed inappropriate for use in school is not to be installed on the device.

INSPECTION

- Chromebooks are property of EISD and are subject to inspection at any time.
- Reasons for inspections may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the device.

PARENT/GUARDIAN RESPONSIBILITIES

- Talk to your child about values and the standards that your child should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Be an active participant in your child's digital life. Have them show you what sites he/she is navigating to, what apps he/she uses, and what he/she is working on.
- The following resources will assist in promoting positive conversations between you and your child regarding digital citizenship.

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <http://www.common sense media.org/blog/digital-citizenship>

CHROMEBOOKS

CHARGING YOUR BATTERY

- Average battery life should be 7 hours. If the Chromebook is consistently losing its charge before the end of the school day, it needs to be turned in to the campus office for repair.
- Chromebooks should be shut down or put to sleep (close the lid) when not in use to extend battery life.
- Students need to charge their Chromebooks at home or in the classroom each evening. Students who do not bring their Chromebooks to class charged, may face campus disciplinary action and may not have access to a loaner.
- Chromebooks taken home must be brought to school each day fully charged.

SCREEN CARE

- Do not pick up Chromebook by the screen.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft cloth. If desired, you can lightly spray the cloth with a mild cleaner or water before cleaning. No disinfectant wipes.
- Do not bump the Chromebook against walls, car doors, floors, etc.

CHROMEBOOK MANAGEMENT

- Only the EISD student who is assigned to the Chromebook is allowed to log into that Chromebook.
- EISD Chromebooks are managed by the domain @ezzellisd.org. Any attempt to remove the management will result in immediate disciplinary action, and may result in confiscation of the device.

SAVING TO THE CHROMEBOOK

- Student work will be saved in the student's Google Drive. Documents created in Google are automatically saved. Files that are created in or uploaded to Google Drive are accessible from any computer or Chromebook. There is also limited access to Drive files on tablets and smartphones.
- Files that are saved locally on the Chromebook (downloaded PDF's, for example) are only available on that Chromebook.

CHROMEBOOK OPERATING SYSTEM UPDATES

- The Chromebook will update automatically when updates are available and the device is connected to the Internet.
- If a Chromebook does not appear to be managed by @ezzellisd.org, is running slowly, or has trouble connecting to a network, the Chromebook should be turned in for maintenance at campus library.



EISD TECHNOLOGY DEVICE PLEDGE

- ◆ I will take care of my EISD issued device.
- ◆ I will never leave the device unattended.
- ◆ I will never loan out my device to others.
- ◆ I will know where my device is at all times.
- ◆ I will charge my device as needed.
- ◆ I will be responsible for any damage caused by food or drink to my device.
- ◆ I will not disassemble any part of my device or attempt any repairs.
- ◆ I understand that my device is for educational use.
- ◆ I will not permanently deface my device (engraving, etc.)
- ◆ I will be responsible for keeping up with my own earbuds or headphones.
- ◆ I understand that my device is subject to inspection at any time without notice and remains the property Ezzell ISD.
- ◆ I will file a police report in case of theft or vandalism when the device is in my care outside of school.
- ◆ I will be responsible for all damage or loss to my device caused by neglect or abuse.
- ◆ I agree to return the device (all), case and power cords in good working condition at required check-ins (i.e., withdrawal from school or summer).
- ◆ I understand that my use of the device is subject to all applicable District policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures.

ACCEPTABLE USE POLICY

You are being given access to the District-provided technology resources listed below.

With this educational opportunity comes responsibility. It is important that you and your parent read the applicable District policies, administrative regulations, and agreement form, and contact Michael Debord, Technology Director at 361-284-3226 ext. 1100 if you have questions. Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Additionally, the District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies FFH and FFI.] You are being given access to the following technology resources:

- A District e-mail account, including access to cloud-based (online) document storage and collaboration space (Google Apps for Education, for instance);
- District computer hardware, software, and printers on your school campus;
- District networks, including document storage space;
- Access to District-owned technology resources for use at home; and
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parent) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for responsible use.

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

Rules for Responsible Use

- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed and the use does not interfere with school work.
- If you are issued your own account and password, you must not share your account information with another person.
- You must remember that people who receive e-mail or other communication from you through your school account might think your message represents the school's point of view.
- You must always keep your personal information and the personal information of others private. This includes names, addresses, photographs, or any other personally identifiable or private information.
- Students will not download or sign up for any online resource or application without prior approval from their teacher or other District administrator.
- Students age 13 or younger will not sign up for individual accounts, but will use a District or classroom account as applicable.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.

- You must be sure to acknowledge the work and ideas of others when you reference them in your own work.
- You must immediately report any suspicious behavior or other misuse of technology to your teacher or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- You may use your personal electronic device for instructional purposes only as authorized by your teacher.
- You should bring your device from home fully charged as you may not charge your device at school.
- When using the device for instructional purposes while on campus, you must use the District's wireless Internet services and are prohibited from using a personal wireless service.
- Any attempt to bypass the District's filter will result in loss of privileges and disciplinary action as required by the Student Code of Conduct.
- When accessing the District's technology resources using your personal device, you must follow the District's technology resources policy and associated administrative regulations, including the acceptable use agreement you signed for access to the District's technology resources.
- When not using the device for instructional purposes while on campus, you must follow the rules and guidelines for non-instructional use as published in the student handbook.

Inappropriate Use

The following are examples of inappropriate use of technology resources that may result in loss of privileges or disciplinary action:

- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any Internet filtering device;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses or bullies others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting";
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting personal information about yourself or others, such as addresses, phone numbers, or photographs, without permission, or responding to requests for personally identifiable information or contact from unknown individuals;

- **Making appointments to meet in person people met online; if a request for such a meeting is received, it should be immediately reported to a teacher or administrator;**
- **Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;**
- **Wasting school resources through the improper use of the District's technology resources, including sending spam; and**
- **Downloading unauthorized applications or software or gaining unauthorized access to restricted information or resources.**

Reporting Violations

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

Consequences for Inappropriate Use

The following are possible consequences of inappropriate use of technology resources:

- **Suspension of access to the District's technology resources;**
- **Revocation of permission to use personal electronic devices for instructional purposes while on campus; or**
- **Other disciplinary or legal action in accordance with the Student Code of Conduct and**

applicable laws. The District is not responsible for damage to or loss of devices brought from home.

EISD Technology Acceptable Use Agreement

Student

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

I have read the District's technology resources policy, associated administrative regulations, and this user agreement, and I agree to abide by their provisions, including the District's guidelines for responsible online behavior and use of social networking websites. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources or other disciplinary action in accordance with the Student Code of Conduct.

I understand that this user agreement must be renewed each school year.

Parent

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

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

I understand that the District uses certain cloud-based (online) applications, meaning applications such as Google docs or online grade books that allow authorized individuals to access student information, including assignments and grades, through the Internet for school-related purposes.

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

EISD Technology Device Repair & Replacement Policy

Chromebooks and devices that are broken or fail to work properly must be taken by the student to the campus library in a timely manner. If the Chromebook must be sent off for repair, a temporary replacement may be provided for the interim. Students and parents will be charged for repairs not to exceed the replacement cost of the device.

DEVICE REPLACEMENT

The technology coordinator will keep records of all device repairs and replacements. The student may lose the privilege of taking the device home. Student can use a loaner device at school if needed and available. Student will be charged for repair or replacement.

| | |
|---------------------------------|---|
| Malicious or intentional damage | Students and parents will be charged for repairs not to exceed the replacement cost of the Chromebook. |
| Loss | <p>Disciplinary action may be taken.</p> <p>A form must be completed and submitted to the campus Technology Director..</p> |
| | <p>Parents can choose to replace the device at the prorated amount in order to reinstate full Chromebook privileges.</p> <p>If the Chromebook is not replaced, students may lose the privilege of taking the device home.</p> |
| Theft | <p>Students can use a loaner device at school if needed and available.</p> <p>A form must be completed and submitted to the campus library including a Police Report within 48 hours.</p> <p>Students can use a loaner device at school if needed and available.</p> <p>If no Police Report is returned, it is considered a loss and the student is responsible for the cost of the device.</p> |

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|---|---|------------|----------|--------------------|---------|---|----------------------|----------|------|---------|
| How much do the Chromebooks and replacement parts cost? (estimated costs) | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Chromebook</td> <td style="width: 50%; padding: 2px; text-align: right;">\$260.00</td> </tr> <tr> <td style="padding: 2px;">Chromebook Charger</td> <td style="padding: 2px; text-align: right;">\$35.00</td> </tr> </table> | Chromebook | \$260.00 | Chromebook Charger | \$35.00 | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Display/Screen Panel</td> <td style="width: 50%; padding: 2px; text-align: right;">\$100.00</td> </tr> <tr> <td style="padding: 2px;">Case</td> <td style="padding: 2px; text-align: right;">\$40.00</td> </tr> </table> | Display/Screen Panel | \$100.00 | Case | \$40.00 |
| Chromebook | \$260.00 | | | | | | | | | |
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| Case | \$40.00 | | | | | | | | | |

EZZELL ISD

PARENT/STUDENT TECHNOLOGY DEVICE AGREEMENT

By signing below, my child and I acknowledge that we have read and agree to follow and accept the Acceptable Use Policy and understand that any violation of these guidelines will result in disciplinary action. I understand that I am responsible for any loss or damage to the Chromebook, or other issued device, and my child and I agree to abide by the rules set forth in the EISD Student Code of Conduct.

_____ I would like a paper copy of this agreement.

_____ I will go to the district website and read this agreement.

Grade _____

Student Name _____

Student Signature _____

Parent/Guardian Signature _____ Date _____



EISD Parent/Student Chromebook Incident Report

This form is to be used in the event your child's Chromebook needs repair, is lost, or is stolen. Parents should turn this form into the school office or technology with the damaged device if the incident occurs off campus. For incidents occurring on campus forms will be available in the office or library.

Student ID: _____ **Device #:** _____

Student Name: _____ **Date:** _____

Date of Incident: _____ **Time of Incident:** _____ **AM / PM**

Location of Incident: _____

Please provide a brief description of the type of damage and how it occurred:

Police Report attached: _____ **yes** _____ **no**