

Tipton County Schools Student Technology Handbook



2021-2022

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I. Device Distribution

Devices will be distributed to students after the student and a parent/guardian review and electronically sign the following documents during online registration:

- Student Acceptable Use Agreement for Policy 4.406 and 6.304
- Student Email Account Agreement Form
- Student Equipment Agreement Form
- Parent Permission and Acknowledgement Form

Distribution details for each school will be provided to families through various communications, including, but not limited to the following: websites, social media, and School Messenger callout.

Unless special circumstances dictate otherwise, only students in grades 6-12 will be allowed to take their devices home. Students are responsible for bringing their device to all classes every day.

II. Device Return

All devices and accessories must be returned in May (schedule will be announced in the spring at individual schools) so they can be checked for serviceability and be stored for the summer. Whenever possible, the same device will be reissued to the same student the following school year.

Any student who withdraws from Tipton County Schools, is expelled, or receives a long-term suspension must return the device on the withdrawal date or last day of school attendance. The school principal/designee will examine the device for damage before releasing the student from further responsibility. Failure to return a device in satisfactory condition within five (5) school days of departure will result in a theft report being filed with local law enforcement.

III. Technology Insurance

TCS will offer an annual, non-refundable technology insurance plan via Safeware to provide damage, loss, and theft protection for the device. An optional insurance charge of \$27.45 will be assessed for each device. This insurance charge will cover any accidental damage to the device throughout the year. There will be a 2-week enrollment period to sign up for the insurance via Safeware's open enrollment portal. For any new students in the district who need to enroll after the enrollment period, please contact your school for enrollment assistance. The cost of \$27.45 is optional. If the insurance charge is not paid and the device is damaged, the parent/guardian will be responsible for damage or loss of the device. The parent/guardian will be provided a schedule of payments not to exceed \$200 as a complete replacement cost.

Note: One replacement charger will be covered under the optional insurance if purchased. After the one replacement is used, there is a \$40 charge.

If a device is intentionally damaged or damaged due to student negligence, the student will have five (5) days to submit the repair costs to the school if it is not covered by insurance.

Until the repair cost is paid, the student will lose device privileges.

IV. Caring for Devices

All devices and accessories remain the property of Tipton County Schools. Students are responsible for the general care and maintenance of the device they have been issued by the school. As with any school property, students are fiscally responsible for damage to devices. Devices that are broken or fail to work properly must be immediately reported to the student's homeroom teacher.

All repairs will be performed by TCS staff. Parents, guardians, or students are not allowed to attempt repairs themselves or use any other individual/business to repair district-owned equipment.

- Insert and disconnect cords and cables carefully to prevent damage to the device. Keep all cords, cables, and earphones with the device at all times.
- Devices must never be left out in the open, in an unlocked locker, or any unsupervised area.
- No labels or stickers can be added to or removed from the device.
- No identifying information can be removed from the device.
- Devices should be kept away from siblings/children and pets.
- Devices can best be protected with a padded backpack built for carrying a device. A protective sleeve for the device that fits in the backpack will suffice.
- Students can purchase a protective case for the device from a vendor of their choice (not from TCS), but cases are not required. However, if a student chooses to add stickers to his or her device for personalization, a case must be purchased to put those stickers on.
- To avoid damage to the device's screen:
 - Do not lean on the top of the device.
 - Do not place anything near the device that could put pressure on the device.
 - Do not place anything inside a closed device to avoid placing too much pressure and/or weight on the screen (including books in a student's locker).
 - Clean the screen with only a soft, dry cloth or anti-static cloth.
 - Do not use any type of cleansers on the device.
 - Do not "bump" the device against lockers, walls, car doors, floors, etc. as this could cause damage and/or break the screen.

For common issues that may develop with a device, students should refer to the Troubleshooting document (Appendix A). If the issue cannot be resolved by the student or his/her teacher, the teacher will log the information on helpdesk for the device to be serviced by the central office IT department. If the issue cannot be resolved within two school days, a replacement device will be provided to the student during the repair period.

If a device is damaged, lost, or stolen, the student should immediately report it to his/her teacher. The teacher will log the information on helpdesk to be addressed by the central office tech. department. If repairs cannot be made within two school days, a replacement device may be provided to the students, depending on availability, during the repair or replacement period.

V. Charging Your Device's Battery

All devices that remain at school will be charged overnight in charging carts provided by the district. Students are responsible for ensuring their devices are placed in the assigned charging cart each day to be ready for the following day. For devices that are taken home, students will be responsible for fully charging their battery at home for the following day's learning activities.

VI. Sounds and graphics

- Unauthorized pictures/images of inappropriate content including, but not limited to, guns, weapons, pornographic materials, inappropriate language, alcohol/drugs, and gang related symbols/pictures are prohibited from being access and/or stored and doing so will result in disciplinary action.
- The sound on devices must always be muted unless a teacher gives permission for instructional purposes (this includes music).
- Students are responsible for having earphones provided by the parent/guardian available at all times.

VII. Printing

Printing from student devices will only be available at the discretion of the school principal as he/she plans the instructional program.

VIII. Saving Files

Students should save files to their district provided Office365 OneDrive or a Google drive account. Students may also email documents to themselves for storage within their email box. The student is responsible for ensuring that his/her work is not lost due to user error or accidental deletion so that all assignments can be submitted on time. The district is not responsible for lost or missing data due to connectivity outages on the TCS network.

IX. Software

All software originally installed must remain on student devices. Removal of required software may result in disciplinary action.

Students may not install any hardware, software, peripherals, or external devices of any kind without adequate supervision and prior approval from both building level administration and the technology department.

X. Random Inspection of Devices

TCS may review, monitor, and restrict information stored on or transmitted through district owned devices and investigate inappropriate usage. Students may be requested to submit their devices for inspection. Devices may be taken up at any time if inappropriate content (including, but not limited to, guns, weapons, pornographic materials, inappropriate language, alcohol/drugs, and gang related symbols/pictures) is found or suspected on any device.

Passwords to unlock the device must be provided.

XI. Security and Safety

Students will log-in to district-owned devices using a unique network username and password. In accordance with the Children's Internet Protection Act (CIPA), all devices reside on the district's network. Although the district maintains a content filter for student use at school or home, it is not as reliable as adult supervision both at school and at home. There should be no expectation of privacy when using district-owned devices and curriculum resources. Any attempts to bypass the filter or visit unacceptable sites is a violation of the Student Technology Handbook and the Acceptable Use Agreement. While it is impossible to control with absolute certainty what information on the internet students may obtain, TCS will take every reasonable precaution to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors. These procedures comply with TCBOE policy and the mandates of CIPA.

TCS is not responsible for the content accessed by users who connect to the internet via their personal mobile technology.

XII. Misuse of Technology

Certain behaviors involving misuse of technology will typically be handled by teachers within their classroom discipline plan (including, but not limited to, playing games, instant messaging, chat room participation, visiting non-academic or unauthorized sites, browsing music, changing device or software settings, and manipulating or corrupting academic content.)

Other potential issues that may be referred to administration include, but are not limited to, intentional damage to devices, removing software or device identification labels, attempts to bypass the content filters, downloading unauthorized content, attempting to secure administrative rights, accessing content using someone else's log-in credentials, electronic theft, cyberbullying, and accessing inappropriate content.

TCBOE policies will be followed when addressing student behavior and discipline.

XIII. Parental Consent

TCS recognizes the role that parents/guardians of minors play in setting and conveying the standards to which their children should adhere when using media and information sources. Before a student may independently access the internet using a district-issued device, the student's parent/guardian should understand the possibility that although TCS utilizes a content filter, the student could obtain access to inappropriate material while independently utilizing the internet. As a result, the parent/guardian must consent to the student's independent access to the internet and to the monitoring of the student's email and activities and communication by district personnel.

XIV. Responsibilities

Parent/guardian:

- Talk to your child(ren) about expectations and the standards that should be followed when using the internet.
- Electronically sign the appropriate forms for your child(ren) to fully participate in our technology program.
- Notify your child's school in writing if you wish to opt out of having a school-issued

device for him/her.

- Monitor websites and online services accessed or used by your child(ren).
- Carefully review the online privacy policies provided by operators of websites and online services that collect personal information from children. (For additional information, see [Parents | FTC Consumer Information](#).)

District/School:

- Provide each student a device to utilize for learning activities while at school and at home for grades 6-12 and special circumstances.
- Provide each student a filtered and monitored academic email account (restricted to the TCS domain and other filtered academic domains).
- Use filters to prevent access to inappropriate materials while students are on the TCS network.
- Provide data storage areas.
- Provide professional development/training to TCS teachers and staff to help facilitate technology-enhanced instruction.
- Provide internet connectivity on campus unless disrupted by factors beyond the district's control.
- Repair devices that malfunction.

Student:

- Read and follow all policies and procedures included in the Student Technology Handbook, the Acceptable Use Agreement, and all TCBOE policies related to technology use.
- Use devices, computers, and other technology resources in a responsible, appropriate, and ethical manner.
- Report malfunctioning, damaged, or lost/stolen devices as well as technology security concerns to school staff immediately.
- Protect devices against damage, loss, or theft.
- Monitor all activity on their account(s) and report suspicious activity to a teacher immediately.
- Secure the device at all times to protect schoolwork and information.
- Report to a teacher and delete from the device any email that contains inappropriate content or language.
- Avoid plagiarism and follow copyright rules when completing assignments.

Students are prohibited from the following:

- Violating any TCS Board Policy or laws regarding use of technology
- Illegally installing or transmitting copyrighted materials
- Sending, accessing, uploading, downloading, or distributing inappropriate content (including, but not limited to, guns, weapons, pornographic materials, inappropriate language, alcohol/drugs, and gang related symbols/pictures)
- Using chat rooms or sites that sell student work (book reports, term papers, etc.)
- Accessing nonacademic materials (including music, games, etc.) during the school day
- Using outside data disks or external attachments without prior approval from school administration
- Only changing personal settings such as font size, brightness, etc., rather than device settings
- Sending mass (spam) or inappropriate emails

- Accessing another student's or a teacher's account, files, and/or data
- Using the school's technology equipment and services for personal gain or illegal activity
- Using anonymous and/or fake communications to bully or harass another person
- Distributing personal information over the internet (including setting up internet accounts for chat rooms, personal email, etc.)
- Participating in any form of illegal behavior online
- Vandalizing school equipment (including harming or destroying hardware, software, or data)
- Bypassing the TCS web filter
- Cyberbullying as described in TCBOE policies
- Using TCS equipment on a non-district network and violating any of the above actions
- Sharing passwords
- Permitting another person to use a district device issued to the student

Student Acceptable Use Agreement for Policy #4.406 and Policy #6.304

The primary purpose of the Tipton County School District's electronic communications network is to support and enhance learning and teaching that prepares students for success. Providing access to technology is an investment in the future of both our students and staff.

The Tipton County Board of Education expects that faculty will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Access from school to internet resources should be structured in ways which point students to those sources suited to learning objectives. While students will be able to move independently through resources, they shall be provided with guidelines defining acceptable use. All students shall participate in an internet safety instruction program which shall be integrated into the district's instructional program in grades PreK-12. Schools will use existing avenues of communication to raise awareness and inform parents about internet safety. The district shall take measures designed to protect students from child pornography and obscenity as well as other materials that are harmful to minors pursuant to 47 U.S.C. 6801, 677, 9134; 47 U.S.C. 254 (h) and (i) and the Children's Internet Protection Act (CIPA).

Students may not install any hardware, software, peripherals, or external devices of any kind without adequate supervision and prior approval from both building level administration and the technology department.

Students or parents/legal guardians can be held legally and financially responsible for any problems that occur due to inappropriate use of the computer hardware, software, and networks in our schools.

Terms and Conditions:

- I understand that computers, network, and internet access are for educational purposes only to qualified students, teachers, administrators, and staff.
- I will never share my password with anyone else or use another student's username and password for any technology resource.
- I will not share my device, charger, or other school-issued equipment with others.
- I will never attempt to tamper with, or otherwise disrupt other people's data or computer equipment, or try to gain unauthorized access to accounts or files on any computer, network, or the internet.
- I understand that disciplinary action will be taken against any user found using the internet/ network to cyberbully or threaten another individual or group.
- I understand that disciplinary action will be taken against any user found sending or acquiring objectionable material over the internet, or creating, copying, or otherwise manipulating objectionable material on school equipment or on school premises.
- Any use of school technology for commercial or for profit purposes, personal or private gain, is strictly prohibited.
- Students and their parents/legal guardians are financially responsible for the repair of any intentional damage or damage due to negligence done to any computer programs, hardware, and networks.
- Tipton County Schools specifically forbids the unauthorized reproduction/installation of software and hardware.
- I understand that I cannot use any device to access school or non-school networks while on school property without prior authorization.
- I will not utilize school district or individual school names, logos, or trademarks without permission.

Student Email Account Agreement

I understand that Tipton County Schools email accounts are for educational purposes only and are provided as a privilege by TCS. Any misuse of the district email system will result in immediate cancellation of my account and possible disciplinary action. Malicious and/or illegal misuse of my email account, computer files, or system network could result in legal prosecution.

I acknowledge that I will not share my password with anyone. As a student of TCS, I have read and understand the Student Technology Handbook and agree to abide by the information contained therein.

I understand that teachers, administrators, and/or technology personnel may review any files and communications to maintain system integrity and ensure that students are using the system in a responsible manner. Files and information stored on any electronic equipment owned or operated by TCS are not private and will not be maintained indefinitely.

I understand that failure to abide by the terms of this agreement may result in disciplinary action in accordance with TCBOE policy.



Parent Permission and Acknowledgement Form

I have read and understand the Student Acceptable Use Agreement for Policy #4.406 and Policy #6.304, the Student Email Account Agreement, and the Student Technology Handbook. I have discussed the material with my child to ensure his/her understanding.

I understand that although district content filters are used, some objectionable materials may be accessed. I understand that individuals and families may be held liable for violations. I will accept responsibility for guiding my child in his/her internet usage by setting and conveying standards for my son/daughter to follow when independently utilizing the internet. Tipton County Schools cannot be responsible for ideas and concepts that my child may gain by inappropriately using the internet.

I give permission for my child to be issued a district-owned device and acknowledge that the care of the device as well as following the guidelines set forth in the Student Technology Handbook is the responsibility of my child.

Appendix A: Troubleshooting Guide

Internet Connectivity

Students experiencing internet connectivity issues at home should contact their internet service provider (ISP).

Logins

Students will access login via Clever Single Sign-on which is the home page in the Chrome browser on all Tipton County devices or can be found on the district website under the Students tab or the bookmarks page under Staff. Students will receive their log-in information from their registered school in August. If students lose their login or password, they can contact a teacher for assistance. Students who have problems with an application should contact their content teacher.

Managing Files and Saving Work

Students should save files to their district provided Office365 OneDrive or Google drive account. If students have a problem with either of those applications, they should consult the help option in the program. OneDrive help can be accessed by clicking on the “?” in the upper right-hand corner. Help for Google Drive can be accessed by clicking on the “?” in the upper right-hand corner as well.

If they are unable to solve the problem, they should consult the teacher. If the teacher is unable to solve the issue, the teacher will log it on the help desk. As a reminder, students may also email documents to themselves for storage within their email box. The student is responsible for ensuring that his/her work is not lost due to mechanical failure or accidental deletion so that all assignments can be submitted on time. The district is not responsible for lost or missing data due to connectivity outages on the TCS network.

Appendix B: Device Replacement and Repair Costs

Lenovo 100e Chromebook 2nd Gen AST

- Screen - \$62
- Keyboard - \$79
- Logic Board - \$130
- Track Pad - \$19.99
- Charging Cord - \$40.00