



TECHNOLOGY HANDBOOK

for students & parents

2024-2025



Volusia County Schools District

Board Policy 219

Please select [HERE](#) to view the entire
VCS Board Policy 219

VCS Board Policy 219 Summary:

The Volusia County School District has a policy in place to ensure the responsible and legal use of their technology resources, including hardware, software, and network resources, to support a valid educational purpose. The District provides students with access to technology resources for educational purposes and as such, students are required to adhere to the policy when using district technology, regardless of location or device. Technology integration is an essential component of a quality education, enabling students to learn, collaborate, and share information in ways that reflect how people work together in the real world. The policy also aims to teach digital citizenship and responsible use of technology.

GRADE LEVEL STUDENT DEVICES

Technology access has been established for educational purposes and will be consistent with the District's curriculum and the State of Florida Standards. The term "educational purpose" includes academic activities that directly improve upon lifelong skills such as creativity, innovation, critical thinking, problem solving, communication, and collaboration.

The guidelines in this handbook apply to ALL students unless specifically noted.

PREK - 2



DEVICES REMAIN IN THE CLASSROOM. STUDENTS ARE TAUGHT SAFE TECH USE & DIGITAL CITIZENSHIP SKILLS

GRADE 3-7



DEVICES REMAIN IN CLASSROOM AT ELEMENTARY SCHOOLS. MIDDLE SCHOOL DEVICES OFFER A COMBINATION OF STUDENT CHECK-OUT AND CLASSROOM ACCESS. STUDENTS ARE TAUGHT DIGITAL CITIZENSHIP USING THE ISTE STANDARDS ([click HERE](#)).

GRADE 8-12



STUDENTS CHECK-OUT DEVICES FOR INDIVIDUAL USE FOR ACADEMICS ONLY. STUDENTS ARE EXPECTED TO MODEL ALL DIGITAL CITIZENSHIP SKILLS & RETURN DEVICE AT END OF SCHOOL YEAR OR UPON WITHDRAWAL FROM VOLUSIA SCHOOLS.

Software

Throughout the 2024-25 schoolyear, VCS is migrating from **Windows 10** to **Windows 11** operating system on laptops. Families should not be concerned if they do not see the upgrade take place right away. iPads operate on **iOS**. We utilize **Microsoft 365** as our productivity tool for staff & students. The expectation is for 100% use and access to online assessments and digital resources.



Applications

VCS has a secure single sign-on (SSO) access to all applications and is referred to as **Vportal**. ALL students will access their digital course work, including **Focus Gradebook** through Vportal. Parents have access to a Parent Portal available through an internet browser and downloadable mobile app.

Internet Access

VCS provides secure, high-speed Internet on all campuses. Identified as **VCS-014**, our network requires students to login using secure credentials. ALL activity conducted on a VCS device is closely monitored for safety & security.



8-12 GRADE DEVICE CHECK-OUT

DEVICE CHECK-OUT PROCESS FOR 8-12 GRADES

1. Parent/Guardian completes the Student Device Check-out Acknowledgement form.
2. Check with school for device check out dates/times and location.
3. Review the optional device insurance information and pay online through Parent Portal within the first 30 days after first day of school or later enrollment.

DEVICE INSURANCE



Because accidents happen!

If a student damages or loses a VCS-owned device or charging cord, a standardized repair fee will be charged to the family. VCS strongly recommends that families purchase annual device insurance for \$30/student to reduce the cost of fines assessed for a damaged/lost device. Families eligible for income-based services will be enrolled at no cost.

How it Works. At the start of the school year, all K-12 students will see a \$30 invoice automatically appear in the Purchase & Pay tab inside the Parent Portal. A zero-dollar invoice will be posted for families eligible for income-based services. Families opting for insurance coverage will have 30 days to pay after the first day of school or from enrollment date, whichever is later. After the 30-day payment period, any unpaid device insurance invoices will be voided. All invoices are paid online with a credit card (including an additional processing fee) or with cash on school campus. Purchase of device insurance is encouraged, but not required.

Do you qualify for free device insurance? Volusia makes sure that our students have access to every opportunity, regardless of their financial situation. If your family wishes to be considered for free device insurance based on income, please complete the Income-based Services Request. If a family has a direct certification letter that was mailed to your home, you do not need to complete this form. The letter can serve as income verification at your student's enrolled school.



Available in Parent Portal. All families are expected to set up a VCS Parent Portal account for accessing student courses, grades, attendance, forms, and payment options. Directions for Parent Portal available Portals - Volusia County Schools (vc.edu.org).

☒ Technical Note: It has been reported that for a smoother experience, users should access Parent Portal from an Internet browser rather than through the mobile app.

Fee Structure for Damaged/Lost VCS Devices			
<i>WITHOUT VCS Insurance Coverage</i>		<i>WITH VCS Insurance Coverage*</i>	
<i>Cost of replacing a charging cord is \$25</i>		<i>Cost of replacing a charging cord is \$25</i>	
Level 1: mild damage (broken hinges, clogged or broken power jack). For each event:	\$50 laptop \$80 iPad	1 st Offense, regardless of level of damage or device type	waived
Level 2: moderate damage (cracked/broken keyboard, broken base enclosure, bezel, or touchpad). For each event:	\$100 laptop \$80 iPad	2 nd offense, regardless of level of damage or device type	\$25.00
Level 3: severe damage (cracked screen, water/liquid damage, damage to motherboard, USB/AC ports). For each event:	\$200 laptop \$200 iPad	3 rd offense, regardless of level of damage or device type	\$50.00
Level 4: Lost/Stolen: If stolen, family must report it to police & submit documentation of police report to VCS to avoid fees. For each event:	*\$500 laptop \$250 iPad	4 th offense and all subsequent offenses	\$100.00
		Lost/Stolen: If stolen, family must report it to police & submit documentation of police report to VCS to avoid fees.	\$150.00

***NOTE: Insurance does NOT cover any fines resulting from neglectful or malicious damage to VCS technology.**

***Fine is max amount possible. VCS may prorate cost lower for some device types.**

DEVICE THEFT/LOSS

The district will utilize the following guidelines to categorize damage types. Please note damage caused by malicious actions may have insurance deductibles voided. Device damage that is negligent or malicious may result in disciplinary action by school administration.

Accidental*

Student accidentally broke or damaged equipment

Negligent**

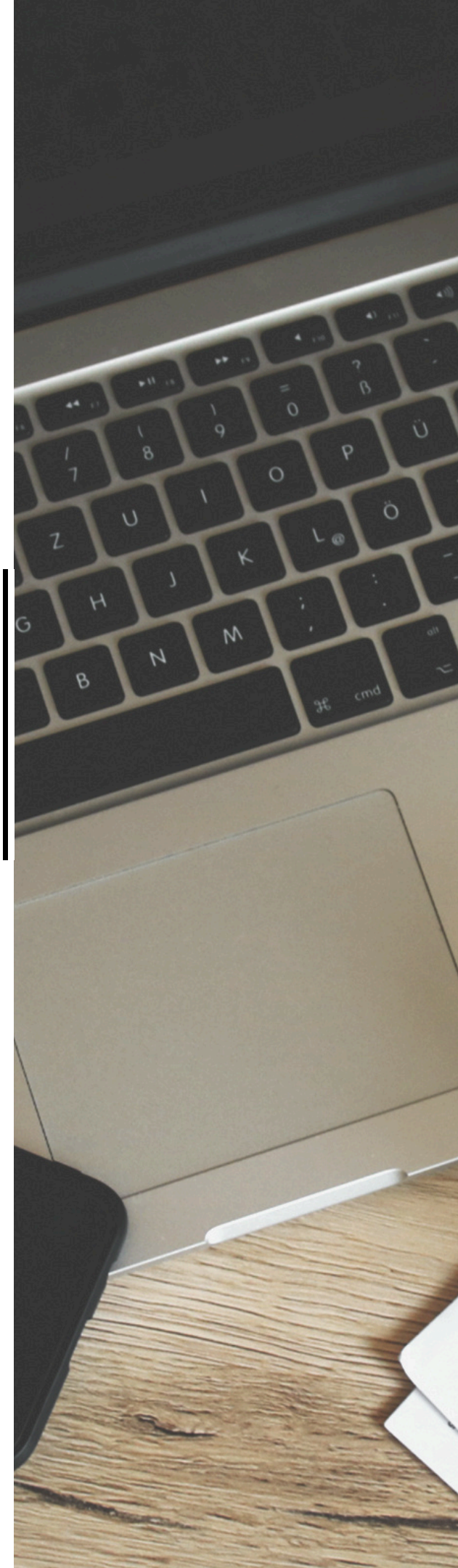
Student negligently damaged, broke, or lost equipment

Malicious**

Student purposely damaged, broke, or stole equipment

STOLEN OR LOST DEVICES

- If a device has been stolen, a police report must be filed and a copy of the report given to school administration for the consideration of the fine to be waived.
- Stolen/lost devices will be subject to a \$150 deductible per device if opted in to the optional annual insurance program.
- Stolen/lost devices will be subject to the full replacement cost if opted out of the optional annual insurance program.



Parent/Guardian Responsibilities

Your student has been issued/assigned a device (at school or take home) to improve and personalize his/her education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device. **I, Parent/Guardian, will.....**

Parent/School Resources

- [Common Sense Media](#)
- [US Office of Educational Technology](#)
- [VCS Student Code of Conduct](#)

Supervise my child's use of the laptop computer in a common area while at home.	Discuss our family's values, rules, and expectations regarding the use of the computer and Internet web activity while at home and school.
Not attempt to repair the laptop computer at home.	Make sure my child reports to the school admin or teacher any problems with the device.
Make sure my child brings the laptop computer to school every day. Make sure my child recharges the laptop computer battery nightly in a safe location.	Ensure that the laptop/iPad is returned to the school when requested by school officials and/or upon my child's withdrawal from Volusia County School District.
Ensure my child knows not to share their account passwords with others, unless requested by an administrator, teacher, parent or guardian.	Discuss the safety of my student's digital identity and footprint.



DEVICE USE GUIDELINES

In order to ensure a safe, positive, productive, and nurturing educational environment for all, students are expected to demonstrate the following responsible technology uses (all students unless specifically noted). Please refer to the complete School Board Policy 219- [HERE](#)

STUDENTS WILL:

- Use technology for educational purposes.
- Follow all directions given by the teacher regarding device use.
- Follow guidelines outlined in this Handbook.
- Follow the Student Code of Conduct rules.
- Follow local and state laws.
- Use appropriate language in all digital products and communities.
- Return their device and accessories to their school by their last day (*8th-12th grade).

STUDENTS WILL NOT:

- Use screensavers, backgrounds, and/or pictures with offensive language and/or materials.
- Loan their device or charging cords to other individuals.
- Install software.
- Modify, remove, or destroy inventory numbers and/or district labels on the device.

TROUBLESHOOTING YOUR DEVICE

Device must be **restarted every day** to ensure it is receiving all necessary updates.

A digital citizen know how to troubleshoot basic technical issues. Depending on the issue, you may need to close & restart a program, disconnect & reconnect to the Internet, clear the cache & cookies on the browser (CTRL+SHIFT+DELETE), restart the device, or plug into a charger.

Visit with classmates, teachers, or parents to see if they are having the same issue, or if they can help resolve the issue. Students should NEVER attempt physical repairs or modifications to the device.

If the issue is interfering with your learning, report the issue to your school.

If the device is lost or stolen, report it to your school **immediately**.



DEVICE CARE GUIDELINES

It is the responsibility of the student to handle his/her device with respect and care. Devices and appropriate protective equipment have been chosen thoughtfully for each respective age group.

STUDENTS WILL:

- Keep the device in a protective case OR backpack with protective panel protective for transporting laptop.
- Ensure the device is closed when carrying or not in use.
- Keep the device cleaned regularly when powered off with a soft cloth.
- Keep the device off the floor.
- Keep the device away from food, drink, siblings, & pets.
- Charge the device to full battery daily.

STUDENTS WILL NOT:

- Leave device unattended (e.g. gym, cafeteria, media center, bus).
- Deface the device, protective case or accessories in any way. This includes, but is not limited to marking, painting, or drawing on any surface, or attaching stickers.
- Tamper with the hardware or software, disassemble any part of the device, or attempt any repairs.
- Pile any items on top of the device.
- Place items between the keyboard and the screen (laptop).



DEVICE SECURITY GUIDELINES

The student is responsible for the safety and security of the device and any activity associated with the device.

STUDENTS WILL:

- Keep all login information and passwords private, unless shared with parent/guardian.
- Report a security problem with the details to your teacher without discussing it with other students.
- Report to appropriate teacher or administrator if the student witnesses other students engaging in unsafe behavior online.

STUDENTS WILL NOT:

- Use other students' passwords or computers that are logged in under another student's name.
- Develop or use programs to harass others, hack, bring in viruses, or change other individuals' files.
- Provide personal information to anyone online without the permission of a teacher/parent/guardian.



ACCESSING INTERNET

24/7 ACCESS TO EDUCATIONAL RESOURCES

One benefit of our one-to-one program is students are able to work on homework and projects at anytime with full access to our digital learning resources. Even when not connected to the VCS Network, student activity on district-issued devices is monitored and inappropriate sites and content are blocked. However, we cannot guarantee the security or quality of networks outside of VCS.

ACCESSING INTERNET AWAY FROM SCHOOL

- Spectrum offers low cost internet access to families who qualify for income-based services.
- Students without access to internet at home, a wireless hotpot may be available. Check with your child's school.

PUBLIC INTERNET

Free public WiFi is available in many locations such as libraries & retails stores. We encourage student to use discretion when utilizing free public WiFi, as these networks are not secure & sensitive data could be monitored or compromised.

INTERNET USE & SAFETY

INTERNET USE

Voluisa students must only access VCS-014 while at school. The Internet is a critical resource for student learning, VCS has enabled an Internet filter on all devices to help protect students from harmful or inappropriate material. The Internet filter works both at school and off-campus when using a district issued device

BLOCKED CONTENT

- Sites with material deemed offensive, obscene, hateful, violent, pornographic, or other adult oriented content
- Most web-based messaging, social media and chat programs
- Sites that promote hacking, phishing, spam, viruses, spyware or other malicious content
- Sites promoting criminal activity, gambling, and illegal software

Internet filters are not fail proof so students and parents should notify district staff immediately if they come across a site with inappropriate information, images, or messages.

We are unable to block or unblock sites for specific students. If you are having trouble with a student using an unblocked site inappropriately, please speak with your student's teachers and school administration.



Student devices and online activities are monitored. Student devices remain property of Volusia County Schools and can be confiscated and searched without prior notice to the student or guardian. Building administration enforces School Board policies and those set forth in the Student Handbook

Violations Unique to Technology

Making use of the electronic resources in a manner that serves to disrupt the use of the network by others

Unauthorized downloading or installing of software, including proxy servers or plug-ins that attempt to bypass the Internet filter

Attempting to defeat or bypass the district's internet filter by any other means

Modification to district browser settings or any other techniques to avoid being blocked from inappropriate content or to conceal Internet activity

Accessing or using files dangerous to the integrity of the network

Use of a device or software such as AI, to record, create, publish, or display private, confidential, or inappropriate materials.

Use of district resources to email, instant message, video conference, digitally publish, or communicate electronically for purposes unrelated to school and/or communications that include inappropriate content



VOLUSIA COUNTY SCHOOL DISTRICT

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