Iola ISD

Technology Handbook

Updated July 29th, 2024

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 Iola ISD current "Iola ISD Student Acceptable Use Policy 2023-2024". As Iola 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 Iola ISD's website for the most up-to-date information. Students grades 6-12 will be allowed to take home an electronic device, 2nd-5th grades will have a personal classroom device, and K & 1st will have access to devices in the classroom.

Student's will still be allowed to bring their own devices to school, but Iola ISD is not responsible for getting them onto the network. It is highly recommended that all students who are in a state tested subject have a district issued Chromebook.

The Acceptable Use Policy must be signed by both the parent and the student in order to receive a school issued device.

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.

15. **All school issued devices MUST be returned back to school by May 17th, 2024. If not returned by this date the device will be considered stolen, unless prior arrangements have been made with Mr. Andrew Glass, the District Director of Technology.**

COST OF ELECTRONIC DEVICE AND ACCESSORIES

1. The replacement cost of the electronic device is approximately $288.00 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 $288.00 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

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.

- Intentional/Deliberate Damage:
    - The student and the student's parents/guardians are responsible for the actual cost of repair or replacement, whichever is less, when a device is damaged or destroyed because the student committed or intentionally facilitated a deliberate act of damage or vandalism.

- Unintentional/Accidental Damage:
    - When a device is damaged as a result of unintentional or accidental circumstances, the student and student's parent/guardian will be assessed the following fees:

        - For the first occasion, a $10 fee will be assessed before the student can receive a loner device.

        - For the second occasion, the actual cost of repair or $200, whichever is less.

        - For the third and any subsequent occasions, the actual cost of repair or the actual replacement cost, whichever is less.

Examples of Some of the Replacement Costs:

Item	Cost
Lost Electronic Device	$288
Destroyed Electronic Device (total)	$288
Stolen Electronic Device (Police Report Required)	$25
Lost Power Adapter	up to $25
Cracked Screen	$140
Power Adapter	Free on return of old power adapter
Any Cover (Front or Bottom)	$35
Missing Keys	$80
Missing Asset Tag	$50
Lost Chromebook cover	$15

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, Iola 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 Iola 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 ($288.00).

STUDENT USE OF DISTRICT TECHNOLOGY

1. I agree to abide by the district's Acceptable Use Policy for Students. This is found here.

2. All District owned technology is the property of Iola 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.

3. Iola ISD is required to filter the school Internet in compliance with the federal government's CIPA (Children's Internet Protection Act). Our filters also hit on key words, and will send the Technology Director a screen shot. The Technology Director will work with the principals to forward any inappropriate searches or activities using our system.

4. 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.

5. 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.

6. 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.

7. While personalized screen-savers or backgrounds are not permitted.

8. 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.

9. The Iola ISD-issued device is designed as a tool for learning; misuse of the device may result in disciplinary action.

10. 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.

11. 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.

12. Iola 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.

13. Iola 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 Iola 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.

Technical Support
If you are experiencing any troubles with your Chromebook or just need help, please will out the Iola Chromebook Tech Support form at the following website:

http://bit.ly/Iola_Tech_Support