



Student Technology Handbook

Introduction

In the 21st century, the role and purpose of technology have dramatically changed. Technology devices have become an essential tool for teachers as well as students. To enhance the use of technology as a tool to improve engagement, elevate rigor, and transform instructional practices in the classroom, and student access at home, the Cypress School District will be implementing a 1:1 Technology Program for K-6 and a 2:1 Technology Program for Transitional Kindergarten.

Receiving & Returning a District Device

Receiving a Device

During the first week of school, students will have a device assigned to them by their classroom teacher. Students in kindergarten and first grade will receive an iPad, and students in grades two through six will receive a Chromebook. These items are the property of Cypress School District, and all users must follow district rules for the use of technology.

Students whose parents have authorized home use through the annual data confirmation process in the Aeries Parent Portal will be allowed to take their assigned device to and from school if needed. A charger for at-home use will be provided. Devices must be fully charged at home before being brought back to school. Students who do not have an agreement on file or who choose not to take their assigned devices home will have their devices stored in a locked cart at school.

It is recommended that students bring their own headphones or earbuds to school to use with their assigned device. However, if a student is unable to provide his or her own headphones, a set will be provided for use at school.

Returning a Device

Each student will return the device and the home charger to their classroom teacher by the last day of school. If a student transfers to another school or is no longer enrolled in the Cypress School District, the device must be returned to the school prior to leaving.

Taking Care of a District Device

Students are responsible for the general care of the device they have been issued. Devices that are broken or fail to work properly should be returned to the classroom teacher as soon as possible so a loaner device can be provided.

Device Care

- **The barcode/school identification sticker may not be removed or modified on the device.**
- A soft, dry microfiber or lint-free cloth should be used to clean the screen.
- Students are not permitted to attach stickers, decals, tape, or other sticky-back items to their devices as these can potentially damage the finish, screen, or other components. The only acceptable method for labeling a student's device and charger would be painter's tape.
- Under no circumstances should students or their family members attempt to disassemble or repair a device.
- Devices and power cords should always be protected from food, drink, and extreme temperatures.
- Devices should not be used to charge cell phones or any other personal device as it will ruin the battery.

- Heavy items should not be placed on top of the device, and extreme care should be taken to ensure the device is not damaged inside a student's backpack.
- Devices should always be turned off before transporting to and from school.
- Devices taken home must be fully charged before the next school day.

Replacement Costs

There is no cost associated with student use of district devices at school or at home. However, families will be held liable for damage or loss that occurs due to negligence or improper use and may be assessed the full cost of device replacement or repair. The district will make the final determination whether these fees should be assessed. Below is the estimated cost associated with the repair or replacement of devices.

	<u>Cost</u>
Chromebook	
Entire device	\$250
Screen	\$90
Power Supply & AC Cord	\$20
iPad	
Entire device	\$325
Screen	\$75
Power Supply & AC Cord	\$25
Keyboard/Touchpad	\$75
<i>(Damage to individual keys may require complete keyboard assembly replacement)</i>	

Acceptable Use Agreement – Technology & Internet

Cypress School District authorizes student use of technology for instructional purposes only. Technology use is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board Policies, Administrative Regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access.

Definition: Technology includes, but is not limited to, the internet, email, desktop computers, laptop/tablet computers, USB drives, smartphones and smart devices, MP3 players, wearable technology, the district's computer network including servers and wireless (Wi-Fi) computer networking technology, wireless access points (routers), and/or future technological innovations, whether accessed on or off-site or through district-owned or personally owned equipment or devices.

Online Accounts: Students are assigned a district Google account for instructional purposes through a filtered and monitored system while enrolled in the Cypress School District. This account provides access to the Google Suite of applications, including Google Docs and Google Slides, but does not include Gmail or YouTube. Student Google accounts are accessible at school and other places where access to the internet is available.

Students may also be assigned accounts to district-owned instructional software while enrolled in the Cypress School District. These accounts will be accessible at school and, in some cases, other places where access to the internet is available. Google accounts are suspended and deleted once a student is no longer enrolled in the Cypress School District.

Student Obligations and Responsibilities: Students are expected to use technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online service account information, passwords, or other information used for identification and authorization purposes and shall use the system only under the account to which they have been assigned.

Students are prohibited from using technology for improper purposes, including, but not limited to, use of technology to:

- Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
- The use of Artificial Intelligence (AI) tools to generate content that is discriminatory, offensive, or harmful to any individual or group
- Bully, harass, intimidate, or threaten students, staff, or other individuals ("cyberbullying")
- Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or any other person with the intent to threaten, intimidate, harass, or ridicule that person
- Infringe on copyright, license, trademark, patent, or other intellectual property rights
- Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, or changing settings on shared computers)
- Install unauthorized software
- "Hack" into the system to manipulate data of the district or other users

- Engage in or promote any practice that is unethical or violates any law or Board Policy, Administrative Regulation, or district practice

Consequences for Violation: Violations of the law, Board Policy, or this Acceptable Use Agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, the violation may be reported to law enforcement agencies as appropriate.

Reporting: If a student becomes aware of any security problem (such as a compromise of the confidentiality of any login or account information) or misuse of technology, he/she shall immediately report such information to the teacher or other school/district personnel.

Privacy: Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy while using district technology. The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the internet or social media, communications sent to or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

By acknowledging receipt of the Student Technology Handbook in the Aeries Parent Portal, the parent/guardian agrees to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. Further, there is an understanding that there is no expectation of privacy when using district technology and that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.