



# Tidehaven ISD Technology Device Program Handbook 2025-2026

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# TECHNOLOGY DEVICE PROGRAM

The focus of the TISD Technology Device Program is to provide technological equipment and access to resources that satisfy the requirements of school district needs and which abide by Texas State laws.

The Program promotes and aides in:

- ◆ Access to digital educational resources
- ◆ Creativity and innovation
- ◆ Critical thinking and problem solving
- ◆ Proper knowledge of technological safety and hazard prevention
- ◆ Communication and collaboration
- ◆ Technology literacy skills
- ◆ College and career readiness

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

**\*\* Remember: Students will keep devices at school unless directed by his/her teacher to take them home.\*\***



# GENERAL INFORMATION

## REPAIR

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

## GENERAL USE

- NO eating or drinking near your Chromebook or device.
- Cords, 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.
- 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 NEVER remove the identification tag (barcode) from the Chromebook or other devices.



## **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, cyber bullying, 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 must meet current Student Handbook Guidelines.

## **NETWORK CONNECTIVITY**

- Tidehaven ISD makes no guarantee that the TISD 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**

- Tidehaven 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 TISD 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 responsibility and safety.

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

Common Sense Media: <https://www.commonsensemedia.org/articles/online-safety>

## **TECHNOLOGY REQUEST**

- An online Technology Request is available for questions and issues with Chromebooks/iPads or other district technology used by students or staff
- This Technology Request can be accessed through the Tidehaven ISD website under the Staff section
- Teachers MUST input their email, name, campus, and room number before submitting their ticket
- A member of the Technology department will respond to offer solutions or to coordinate a visit if needed



# 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 in the classroom each day.

## SCREEN CARE

- **Do not pick up your 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

- In a classroom, only the TISD student who is assigned to their chromebook number should be logging into that Chromebook.
- TISD Chromebooks are managed by the domain tidehavenisd.com. 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 tidehavenisd.com, is running slowly, or has trouble connecting to a network, a Technology Request should be submitted in a timely manner.



## **TIDEHAVEN ISD TECHNOLOGY DEVICE PLEDGE**

- ◆ I will take care of my TISD 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 of Tidehaven ISD.
- ◆ I will be responsible for all intentional or malicious damages or multiple losses of 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.
- ◆ I will not attempt to access information which I am not authorized to access either maliciously or unmaliciously.
- ◆ I will not attempt to access another student or staff account or email which has not been assigned to me either maliciously or unmaliciously.
- ◆ I will not attempt to bypass or delete/uninstall any filtering or management program which has been placed on my device either maliciously or unmaliciously.



# TISD Technology Device Repair & Replacement Policy

Devices that are broken or fail to work properly must be secured in the classroom where the damage was discovered and a Technology Request must be submitted, detailing the damages. If the device must be sent off for repair, a replacement will be provided. **In the case of malicious theft, loss due to neglect, or intentional and malicious damage, students and parents may be charged not to exceed the replacement cost of the device.**

## DEVICE REPLACEMENT

<b>Malicious or intentional damage</b>	If an incident occurs, the responsible student and their parents will meet with the Principle and the IT Department to discuss disciplinary action up to and including loss of device privileges and device replacement charges.	
<b>Loss</b>	If loss of a device occurs, a Technology Report must be completed and submitted to the IT Office. If the Chromebook or iPad is not found and returned, the responsible student may lose device privileges and/or be charged for the replacement of the device.	
<b>Theft</b>	A Technology Request and an Incident Report must be turned into the IT Office including a Police Report within 48 hours. If no Police Report is returned, it is considered a loss and the student or parent is responsible for the cost of the device.	
<b>How much do the Chromebooks and replacement parts cost?</b> <i>(estimated costs)</i>	<ul style="list-style-type: none"> <li>• Chromebook - \$200.00</li> <li>• USB-C Adapter and Cord -\$25.00</li> <li>• Keyboard and Mouse - \$25.00</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Monitor- \$150.00</li> <li>• iPad -\$250.00</li> </ul>

**\*\*All incidents must have a Technology Report (Ticket) and an Incident Report filed within 48 hours of the incident\*\***

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### TIDEHAVEN ISD

#### Parent/Student TECHNOLOGY DEVICE AGREEMENT

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

Student ID: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



## TISD Device Incident Report

*This form is to be used in the event a TISD device is presumed to be stolen, lost due to neglect, or is found to be intentionally damaged. Staff should turn this form in to the IT Office within 48 hours.*

**Student ID:** \_\_\_\_\_ **Device Barcode:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_ **AM / PM**

**Location of Incident:** \_\_\_\_\_

**Please provide a brief description of the type of device missing including any identifying information including: Asset Tag, Classroom Number, and the last student to use it.**

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**Police Report attached:** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**



TECHNOLOGY RESOURCES

EXHIBIT B

STUDENT AGREEMENT FOR ACCEPTABLE USE  
OF THE DISTRICT'S TECHNOLOGY RESOURCES

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 Abiathar Simpson, Technology Director at (979)843-4350 (ext. 310) 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.

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 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.
- As 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.
- No student will be permitted to 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.

### **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 director 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 director 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.

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### **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. A list of online applications and the nature and type of student information used is available on the district website.

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



## Rules for Responsible Use

- You may use your personal electronic device for instructional purposes only as authorized by your teacher.
- You should charge your device before leaving class at the end of each period.
- 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.

## 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.

# TISD ADDED SOFTWARE POLICY

## Communication Procedure

- All new software or hardware added to the network poses major risks and must be audited and comprehensively rated for safety by the IT Department.
- All staff who wish to add new software or hardware to the network must create a Technology Request with the name of the software and the vendor's contact information BEFORE purchasing and installing the software.

## Risk Assessment

- A questionnaire will be sent to the vendor with questions about network requirements as well as the vendor's network safety standards and support policies.
- Once the IT Department has received the questionnaire, filled out by the vendor, a Safety Rating will be assigned to the software or hardware and final paperwork will be sent to the TISD sponsor for authorization.
- The TISD sponsor will choose to accept or deny the software or hardware with all risks outlined in the IT Department's Safety Assessment.

**\*\*Any software or hardware added to the network that does not follow this procedure will not be supported by the IT Department\*\***