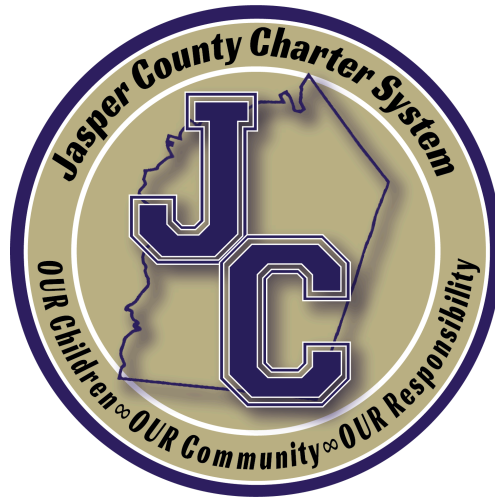


# District Technology Parent Handbook



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Dear Stakeholder,

This handbook covers the policies and procedures of the Jasper County Charter System Technology Department. At Jasper County Charter System, we believe in empowering students with learning tools that provide near instant access to information and educational resources. Technology has become ubiquitous in every facet of our world. The next generation will enter a technologically advanced workforce with jobs that do not yet exist. The mission of the Technology Department is to create an environment where teachers have the support and tools needed to effectively integrate technology in the classroom with fidelity; provide a secure environment where stakeholder privacy and district data are protected; and prepare students for life after graduation.

In today's world, learning does not only occur in the classroom during school hours. Our 1-to-1 initiative provides a powerful learning tool both at and away from school. 1-to-1 supports learning 24 hours a day 7 days a week. Chromebooks have been chosen for students in grades K-12 because their design helps increase the efficiency and effectiveness of student learning.

We are grateful for your support in helping us properly care for and utilize technology appropriately. Our goals in this endeavor are to:

- standardize and maintain hardware;
- expand network resources;
- improve communication;
- build trust through support; and
- collaborate effectively with other departments.

Please contact the Technology Department with any questions.

# District Technology Goals

Jasper County Charter System is committed to educating all children to be productive workers, responsible citizens, and lifelong learners, enabling them to be globally competitive and prepared for life in a digital society. The 1:1 Chromebook Initiative provides an equitable opportunity for all students to experience a technology-rich environment and to ensure our graduates are prepared for the workplace and life. Understanding of and adhering to the following policies and procedures is necessary for the success of the program.

Technology is a critical part of learning, expanding the classroom beyond traditional limits of time and space. Technology enables us to respond more effectively to the unique learning styles of today's students. Technology expands our sense of community by changing the way teachers, students, and parents interact with each other.

## Goals:

1. Teach students discernment and the ethical use of technology.
2. Improve the quality of student learning and academic achievement as they develop knowledge and skills for the future world of work.
3. Offer students greater access to educational opportunities, formative assessments, and differentiated instruction by providing one to one device access for anytime, anywhere learning.
4. Improve communications among students, parents and teachers.
5. Equip students to be lifelong learners.

# District Issued Devices

Jasper County Charter System chooses to use primarily Chromebooks in grades K - 12 because it is an economical and efficient way for us to ensure that each student has access to a well-built device that will serve their educational needs allowing them to meet Georgia's state technology standards.

Jasper County Preschool also uses iPads for Pre-Kindergarten students.

# Expectations For Use

The use of school system technology resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technology resources are responsible for their behavior and communications when using those resources. Responsible use is use that is ethical, respectful, academically honest, and supportive

of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

Parents must complete the Student Acceptable Use and Device Agreement prior to their child(ren) being assigned a device. Please go to the district website to access the agreement. If you have issues accessing or signing the agreement, please contact your school.

<https://www.jasper.k12.ga.us/departments/technology/students-and-parents>

## K - 12 Technology Usage Terms and Conditions

**District Device Usage:** District-issued devices are for educational purposes. Students and their parent(s)/guardian(s) must adhere to the following guidelines by acknowledging and signing this agreement.

1. Complete assigned digital citizenship modules.
2. Device users are expected to keep the device in good and working condition.
  - a. Insert and remove cords and cables carefully to prevent damage to connectors.
  - b. Do not write or draw on the device or apply any stickers or labels that are not property of the District.
  - c. Do not leave the device in places of extreme temperature, humidity, or limited ventilation. (e.g., in a car) for an extended period of time.
  - d. Secure the device when it is out of their sight. The device should not be left in an unlocked locker, on a desk, or other location where someone else might take it.
3. Damage to devices will follow the District's [Fee Schedule](#).
4. In the event of theft, upon presentation of a filed police report, the student/parent may be responsible for the all or part of the replacement cost.
5. In the event that the device, case, or charger is lost, the student/parent are responsible to cover the entire replacement cost.
6. Headphone ports are usually soldered to the computer motherboard. When this port is damaged, the repair may require replacing the entire board. This repair may be equivalent in price to replacing the entire unit.

## Verizon Innovative Learning Schools (VILS)


JCMS and JCHS are Digital Promise/Verizon Innovative Learning Schools, an initiative that puts technology in the hands of our students, transforming our schools into innovative and exciting learning environments! Every student and teacher at our campus will now be equipped with a 5G Chromebook.

Verizon Innovative Learning provides free technology, free internet access, and hands-on learning experiences to help ensure the benefits of technology are realized by all. In addition to free technology and access, Verizon Innovative Learning schools receive teacher training, support, and the opportunity

to engage in curricula to leverage technology in their classrooms.

All 6-12 grade student guardians must complete this online form. Up to four students may be entered on a single form. If you need a paper copy, please contact your school. You may scan the QR code or click/enter this link

<https://www.jasper.k12.ga.us/departments/technology/students-and-parents>.

More information available here -  VILS Rollout Presentation .

## Loss, Theft, & Damage

Technology devices are valuable pieces of property that are being made available to students by JCCS for purposes of enhancing the student's education.

- The student is responsible for ensuring that the device is kept safe and secure at all times.
- Under no circumstances will the student leave the device unattended at any location.
- If the device is lost, stolen, damaged or malfunctioning in any way, the student will immediately report the problem to the media specialist/designee at the school.
- The JCCS Technology department will determine all repairs/cost necessary for the issued device.
- JCCS will investigate all incidents of devices reported as lost and may refer any such incidents to law enforcement. JCCS devices can be easily identified and traced. At no time should a student try to alter any labeling or etching on their device.
- During school activities, and sporting events, the student is still responsible for the security of their JCCS issued device.
- UNSECURED devices will be confiscated by faculty, staff, administration, etc., disciplinary actions may be taken.
- Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a JCCS-owned device will be prosecuted to the fullest extent of the law.
- If for any reason the device is lost, stolen, or destroyed during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the actual replacement costs to JCCS.
- If a student's device has been sent for repair, the student may be loaned a surplus device for the duration of time it takes to repair their assigned device.

Since a student will have the same device during their tenure at a specific school, it is imperative that the student take steps to take care of the device.

# Device Fee Schedule

## Chromebooks

If for any reason the Chromebook is damaged during the time that it is issued to the student and device insurance is not purchased, the student and student's parent/guardian will be responsible for the following repair fees.

**\*Please note that fees can be adjusted at the district's discretion in response to increased prices of suppliers.**

### 2025-2026 Chromebook Damage Fees

**Battery - \$100**

**Broken or Cracked Screen (LCD Only) - \$200**

**Broken Screen Bezel - \$80**

**Broken Charging Port - \$80**

**Broken Data Ports (Logic Board) - \$270**

**Broken Keyboard - \$40**

**Cracked Case - \$180**

**ChromeBook Charger - \$30**

**Speaker - \$80**

**TrackPad - \$80**

**Webcam - \$80**

**Total Loss - (Damaged beyond repair, stolen, or repair cost exceeds replacement cost.) - \$380**

If the Chromebook is damaged or destroyed (to the point where it would cost more to repair the Chromebook than to replace the device) during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost of the Chromebook.

## Payment of Damages

It is the responsibility of the student or parent/guardian to reimburse the district for any costs to repair or replace a district assigned device. Failure to submit payment due for damages will result in loss of take-home privilege for school devices as well as exclusion from participation in the certain school events including, but not limited to:

- Prom
- Homecoming dance
- Graduation ceremony
- Athletics events (as a spectator)
- Driving privileges (if applicable)
- School Festivals and other public events/extracurricular activities outside of school hours

The parent or responsible party may set up a payment plan with the following stipulations:

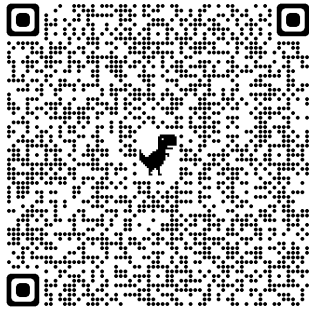
1. The total due is collected before May 15 of the current school year.
2. At any time during the payment plan, the parent may pay off the balance due.
3. The student will use a loaned device that must remain at school.

Please note any unpaid balances will roll up to the following school year and accumulate on the student's account.

As an added benefit, parents and guardians may choose to purchase device insurance through School Device Coverage for an annual premium at this link, <https://schooldevicecoverage.com/jasper>. Please note that this is an optional agreement strictly between the parent/guardian and School Device Coverage.

# JCCS Acceptable Internet and Social Media Use Agreement

[Board Policy IFBG: Internet Acceptable Use](#)



Related Exhibits:

Exhibit IFBG-E(1) : Internet Acceptable Use - Employees

Exhibit IFBG-E(2) : Internet Acceptable Use - Students

## **STUDENT INTERNET & GOOGLE WORKSPACE FOR EDUCATION ACCESS**

All Jasper County Schools provide students with internet access and an account to access both core and additional services of Google Workspace for Education to enhance curriculum and learning opportunities. Teachers provide guidance and direction on the appropriate use of these tools. In accordance with the Child Internet Protection Act (CIPA) and other applicable federal and state laws, the district uses filters to restrict access to content that is inappropriate. To discuss how internet access and Google Workspace for Education will be used at your child's school, please contact your child's principal or teacher. Your child WILL have access unless you direct otherwise by informing the school principal in writing.



To learn more about the additional services your child may have available through Google, please scan the QR code or click on the link below. Not all services are available to all students. Please check with your child's school for more information.



[https://bit.ly/JCCS\\_Google\\_Services\\_Notice](https://bit.ly/JCCS_Google_Services_Notice).

## **Parent/Student End User Agreement**

The student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the terms and conditions, in the device agreement. The student and the student's parent/guardian also certify that they will comply with these terms at all times while the device is in their possession or under their control.

Agreements for all grade levels can be found on this webpage, <https://www.jasper.k12.ga.us/departments/technology/students-and-parents>.

## **Chromebook Device Insurance**

Parents and guardians may purchase device insurance through School Device Coverage at this link, <https://schooldevicecoverage.com/jasper>. Purchase of device coverage is available during the enrollment period beginning July 1 and ending November 1 of each school year. Please note that the premium is not prorated.

## **Process for New Accounts**

### **OneSync**

OneSync is ClassLink's account creation tool. Users are imported daily for students and weekly for staff.

### **Active Directory/ClassLink**

Once a user's account is created in Active Directory (AD) it is synced with ClassLink so that the user may access our SSO ClassLink LaunchPad at <https://launchpad.classlink.com/jasper>.

Student username format: abc12345

### **Google**

Student Email format: [abc12345@jaspercountyschoolsga.org](mailto:abc12345@jaspercountyschoolsga.org)

# Resources

## Parent ProTech

Looking for a way to stay up-to-date with technology and keep your students safer online? Protect your family online with Parent ProTech's on-demand platform at no charge. Sign-up here: <https://app.parentprotech.com/988/jasper-county/en/signup?source=admin>.

▶ Parent ProTech (Platform Walkthrough)

## ClassLink

[www.launchpad.classlink.com/jasper](http://www.launchpad.classlink.com/jasper)

<https://help.classlink.com/s/topic/OTO1E0000009PjWWAU/studentsinstructorsparents>

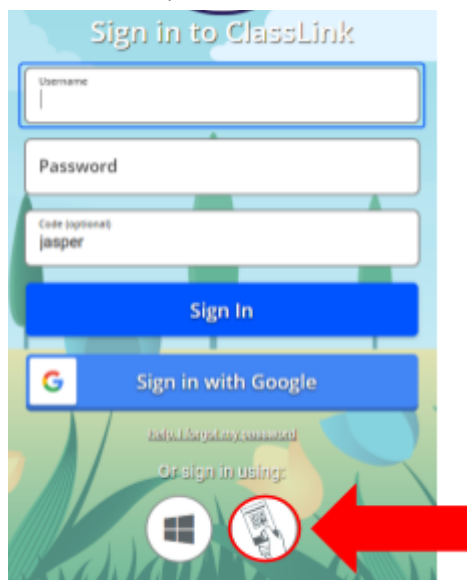
## Sign in with Google

This is an important setting because with this enabled, users can sign in to ClassLink even when our network is down.

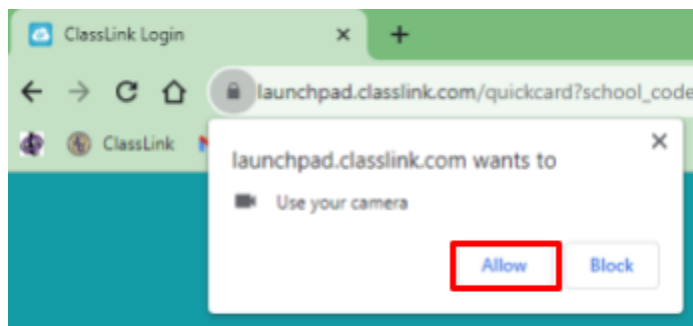
☰ ClassLink Sign in with Google

## Logging in with QuickCards

On the login portal, click on the button circled in red below.



You may see a pop up to allow the camera, click Allow if so. The camera will activate and the student will hold the QuickCard up to the webcam to login.



## Resetting Password

As we work to make our data more secure, we must move away from students using the GTID as their password. Use of the GTID in this manner is something all districts are strongly encouraged to stop. The GTID is essentially the student's educational SSN and should be protected. Students in grade 6-12 will need to create their own unique passwords.

When students login for the first time to their Chromebooks on the ClassLink login portal, they will use the GTID as the default password. They will then be prompted to create their own unique password using the complexity requirements below.

- 10 character minimum
- 1 uppercase letter
- 1 number
- 1 special character

A screenshot of a Windows password change dialog box titled 'Enter Windows password'. The text inside says 'Windows is requiring you to change your password before login.' There are three input fields: 'Old Password' containing 'GTID', 'New Password' containing 'ENTER NEW PASSWORD HERE', and 'Confirm Password' containing 'REPEAT NEW PASSWORD HERE TO CONFIRM'. At the bottom right are 'Cancel' and 'Submit' buttons.

If your student forgets their password, their classroom teacher can reset it.

## Classroom Management App

JCCS uses Classwize by Linewize. Classwize is an all-in-one EdTech management solution with filtering that will assist teachers in minimizing distractions by managing and monitoring the student's activity on devices in the classroom.

Please visit our Linewize Community Hub for lots of great technology resources, <https://jasper.onlinesafetyhub.io/>. You can also sign up for Qustidio Parental Control App provided free from Linewize.

<https://jasper.onlinesafetyhub.io/parent/qustodio/parental-control-app>

## Communications

Jasper County Charter System uses Campus Messenger through Infinite Campus, our student information system (SIS). Only students, their parents and emergency contacts and staff have accounts in our SIS. Only active users are able to receive messages which will reduce the instances of unsolicited messages received by students, parents and staff no longer associated with the district. It is important to keep contact information up-to-date. The best way to check and keep your information current is in the Parent Portal app. Contact your school for more information or to request a Parent Portal account.

## GA PLAY Card



JCCS Students have access to the Student PLAY (PINES Library Access for Youth) Card. Click below to read more about this great resource for your child!

[https://bit.ly/JCCS\\_PLAY\\_Card](https://bit.ly/JCCS_PLAY_Card)

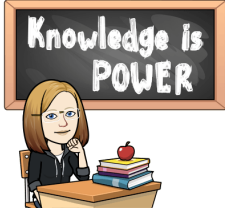
## Chromebooks

### Accounts

#### Add Your Google Account

On an assigned JCCS district Chromebook, you will sign in to your Google account in the initial setup process. This will add your account to the Chromebook. To sign in to your Google account on a Chromebook that has already been setup, you need to **Add Person**.

Signing in with your Google account brings all your apps, extensions, and other data. Want to know what data? Click here, [Data from Chrome sync](#).



Need to know more?

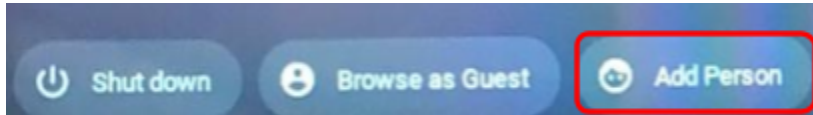
[Learn how to manage all your information.](#)

Multiple Account Issues on other devices:

[Sign in to multiple accounts at once](#)

[Share Chrome with others](#)

Simply click on **Add Person** to add your Google account to a Chromebook.



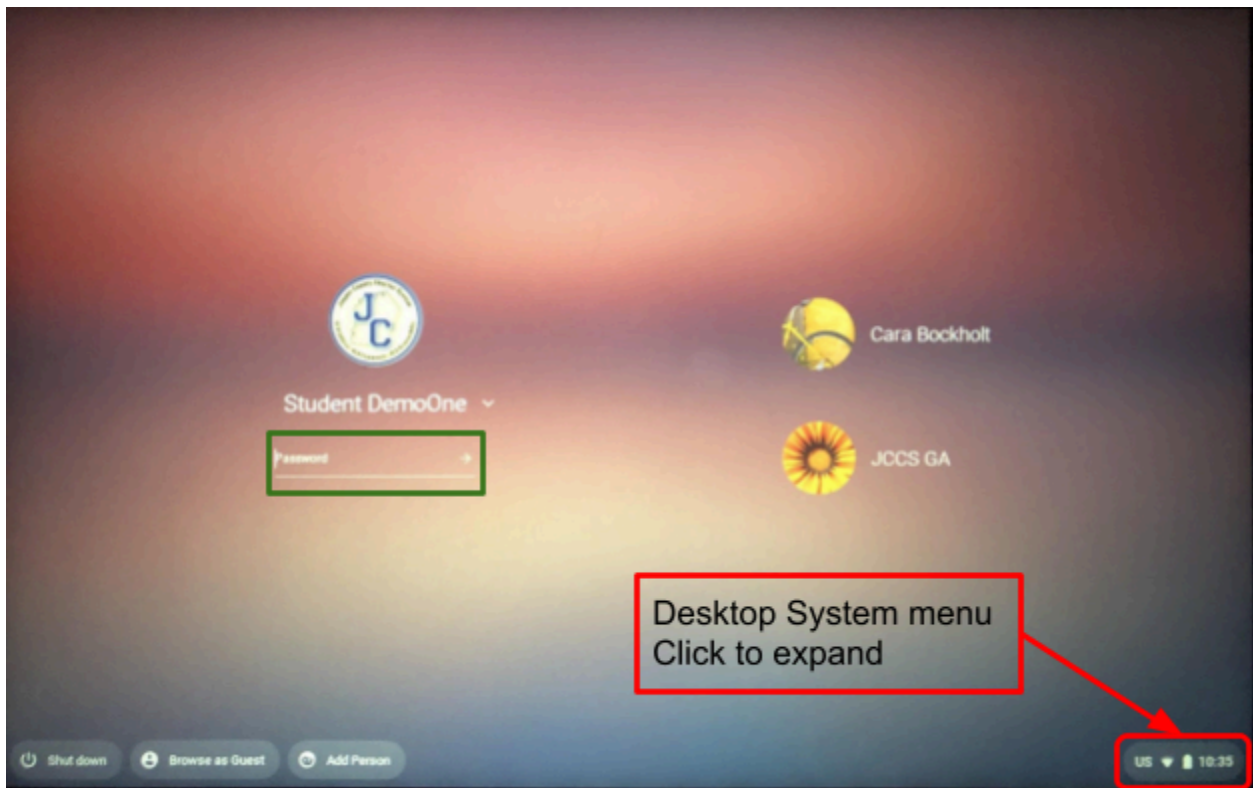
## Desktop

When you first power on your Chromebook, click Add Person.

Enter your district email address, click Next

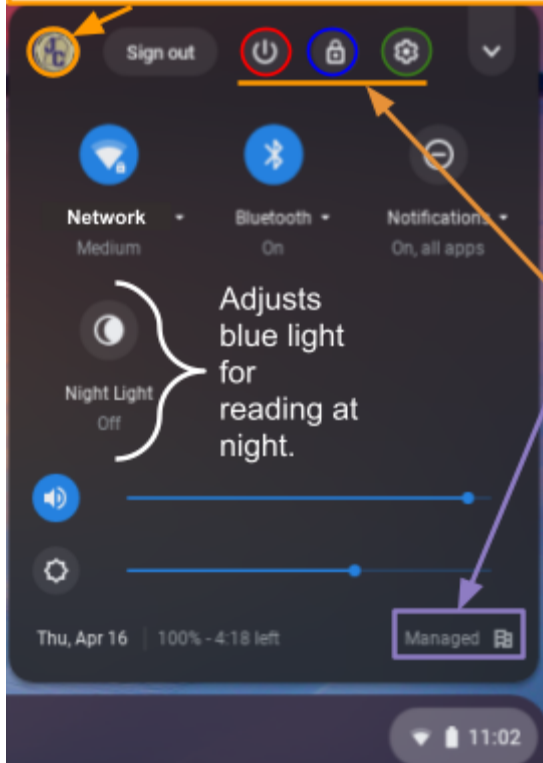
Then enter your password, click Next

Once you have added your account to the Chromebook, your desktop will look like this the next time you access. Enter the **Password** then press the enter key or click the right arrow.



Menu expanded.

Hover over the JCCS Logo to see who is logged in.



**Power** - turns Chromebook off

**Screen Lock** - similar to Sign out. Locks screen so that a password is required to unlock

**Settings** - preferences for your Chromebook. \*Note if you have a **Managed** device some settings are locked.

Check out the [Chromebook Accessibility Guide](#) for more information.

Once signed in, your desktop will look similar to the image below. Note the background may be different.



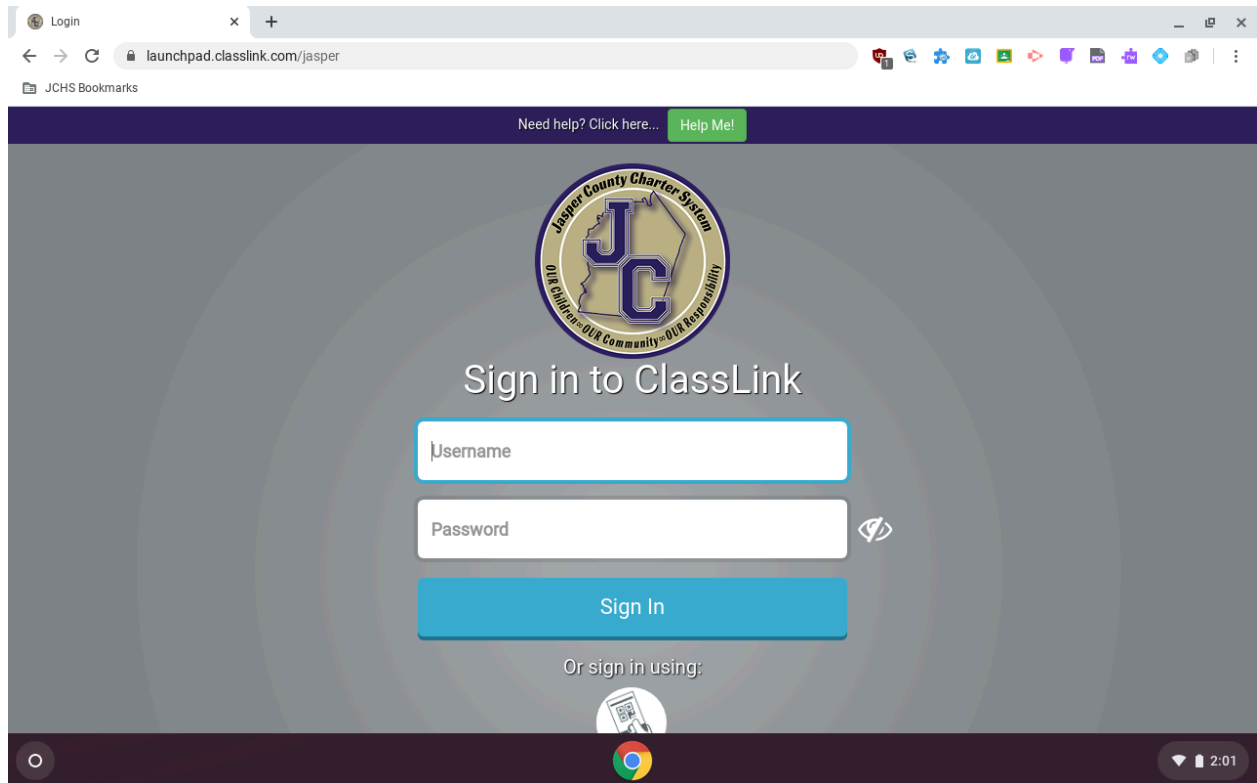
## App Launcher

The App Launcher gives quick access to commonly used apps and tools, like Files and the Camera.



# Accessing Chrome

Chrome is Google's Internet browser. Your launch page the ClassLink LaunchPad, image below.



Having issues? Check out these troubleshooting tips.

[Troubleshooting Common Chromebook Issues](#)

# Infinite Campus (K-12)

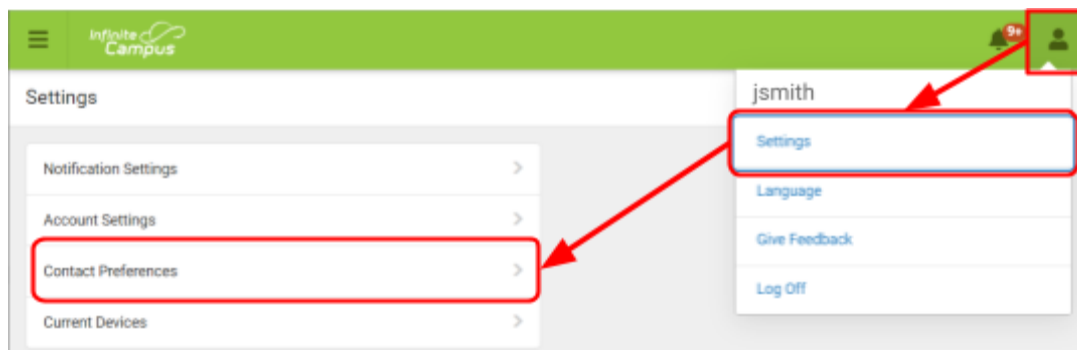
<https://www.infinitecampus.com/audience/parents-students>

- Parent Portal
  - [Getting Started With Campus Parent And Campus Student](#)
  - [Campus Parent Portal Video](#)
- Student Portal
  - [Campus Student Study Guide](#)

## Campus Messenger

To update contact preferences,

1. Go to the parent portal and click on your avatar in the upper right corner
2. Click on Settings
3. Click on Contact Preferences



4. Under Contact Preferences, scroll down to Message Preferences
5. By default the phone tab is open. Choose your preferences for each number associated with your account.
6. Click on the Email tab and choose your preferences

[← Back](#)

### Message Preferences

For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.

If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Phone **Email**

SMITH HOUSEHOLD PHONE (706)555-1234	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CELL PHONE (706)555-6789	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OTHER PHONE (706)555-5555	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save